

**KEY PAPERWORK FOR HOME AND SUPPLEMENTAL TEACHERS**

<b>ENROLLMENT—GIVE TO PARENT TO KEEP</b>	<b>ENROLLMENT—PARENT SIGN, TEACHER SUBMIT</b>	<b>ENROLLMENT—TEACHER FILL OUT AND SUBMIT</b>	<b>WEEKLY FORMS (FAX TO OFFICE)</b>	<b>DISCHARGE PAPERWORK</b>
Parent Welcome Letter	Parent Acknowledgement Letter	Enrollment form—pink (Fall) or yellow (Spring) copy to office, gold/rod to home school	Weekly Schedule	Enrollment/Discharge form—white to office and green to school
LAUSD Parent Handbook	Tear-off from LAUSD Parent Handbook		Register/Payroll	Assignment/Grade Sheets—to office
Latest SSC/ELAC/CEAC meeting flyer	Meal Application			Progress Reports—final to office, parents, school
Title IX Brochure	Home Language Survey			Parent Assurance Letter—parent to fill out and sign (unless L1, then teacher fills it out); submit to office
504 Plan Brochure				

**OTHER:**

- **Resource Room Checkout Sheet**—teacher get parent to sign on enrollment, hold till discharge (may need for lost books).
- **Sex Ed Letter**—teacher get parent to sign if teaching 9<sup>th</sup> grade Health class.
- **Progress Reports** are to be completed and distributed (to parents, home school, and Carlson office) during the school year according to due dates provided on Carlson calendars.

*Note that any original paperwork must be sent to the Carlson office after faxed copies are submitted.*