



CONTRACT HOME TEACHERS' P & P CHEAT SHEET 2006 – 2007

When You Receive an Assignment:

- Within 3 school days, call the parent/guardian and set up an initial appointment.
- Verify the address.
- Call Rita Black (818-759-7676 Ext. 95) and notify her of your planned initial appointment.
- If you are unable to contact the family by phone, drive by the house and leave a "Sorry I missed you" letter. Notify a CHIPAHS Nurse.

When You Enroll a Student:

- Have the parent/guardian read the **Welcome Letter** and sign the **Parent Acknowledgement** form. Provide explanations of CHIPAHS procedures as necessary.
- Set up a teaching schedule.
- Leave a written schedule with the parent/guardian.
- Contact CUM carrying school and:
 - Inform them that student is enrolled in CHIPAHS.
 - Get name (and extension number, if applicable), of school Contact Person.
 - Obtain the information you need to complete the Enrollment Form (Lunch Program, Test Scores, etc.). Send a **Request for Student Records/Information**. (You may need to send a copy of the **Parent Acknowledgement** to the CUM carrying school before they will release information.)
- **For Secondary Students, the following information is crucial and must be obtained from the student's Counselor:**
 - Counselor's name and extension number.
 - Exact current course titles.
 - Last reported marks (if available).
 - Recommended course titles for Carlson instruction.
 - Marking Period deadlines, especially for High Schools.
- Add the student to your **Payroll Time Sheet** and **Register**. Mark each form with an "E" and the applicable "E" code.
- Add the student to your **Weekly Schedule** for the remainder of the week. Call Rita Black with your new schedule information, the E date and the E code.
- If you enroll a student after you have faxed a projected **Time Sheet** (last 2 days of a pay period), call Gigi Gamboa directly at 818-509-8759 with the information.
- Administer either the BASIS test or the STAR Reading and Math during the first week of service, and record the results on the **Student Enrollment Form**.
- Complete the **Student Enrollment Form**
- Attach the signed and dated **Parent Acknowledgement** form to the pink copy of the **Student Enrollment Form**, and mail them to the CHIPAHS office within two weeks of enrollment.
- Attach a ¼ sheet **Document Cover** ("ATTENTION!") to the goldenrod copy of the **Enrollment Form**. Mail them to the CUM carrying school.
- Procedures for Comp. Ed. students vary from the norm. Check the manual or call your Facilitator for assistance.



CONTRACT HOME TEACHERS' P & P CHEAT SHEET 2006 – 2007 (continued)

Weekly Forms and Procedures:

- **Weekly Schedule**, due in CHIPAHS office by 8:00 a.m. every Monday. Call Rita Black immediately with any schedule changes.
- Maintain up-to-date **Assignment/Grade Sheets** for each student.
- Fax the front page of your signed **Payroll Time Sheet** to the office weekly on the dates indicated on each form.
- Mail your original, signed **Absence Form(s)** to the office as your absences occur.
- Project times and Grand Totals (mileage, absence hours, etc.) for the last 2 days of the pay period. Fax by 8 a.m. on the day indicated on the **Time Sheet**.
- Call Gigi Gamboa directly at 818-509-8759 with any changes as they occur during the last 2 days of the pay period.
- After you have served your students on the last day of the pay period,
 - Date the form.
 - Total your mileage on the back.
 - Mark any changes that occurred in the last 2 days (student or teacher absences, mileage, etc.)
 - Fax the front of the **Time Sheet** to the office.
 - Mail your original **Payroll Time Sheet** to the office.

Monthly/Quarterly Forms:

- After you have served your students on the last day of the Register's time period:
 - Fax your signed and dated **Register** to the office.
 - Mail the original **Register** to the office.
 - For Pending Placement students, complete a **Checklist for Pending Placement Students** and send it to the CHIPAHS office with your **Register**.
- Complete and distribute **CHIPAHS Progress Reports** according to each student's calendar and track dates. Check with the student's Counselor, the P & P or the Carlson Monthly Calendar to determine Progress Report Due Dates. For secondary students, issue credits *only* at the end of a semester, an intersession or ESY.
- For students with IEP's:
 - Photocopy then complete the **IEP Report of Progress and Achievement** (page 5 of the student's IEP) according to the dates on the **Report**. If the dates are not indicated on the **Report**, use the Progress Report Due Dates and submit with the **CHIPAHS Progress Report**.
 - Write your name in the box next to "Other Provider".
 - Mail copies of the **IEP Report of Progress and Achievement** to the CHIPAHS office and to the CUM carrying school.
 - Give a copy of the **IEP Report** to the parent/guardian.
 - Keep a copy for your records.

CONTRACT HOME TEACHERS' P & P CHEAT SHEET
2006 – 2007 (continued)

When You Discharge a Student:

- Notify CUM carrying school of the discharge date and the "L" code. Record the name of the person with whom you speak in Section V of the **Student Enrollment Form**.
- Notify Rita Black that day of the discharge date and the "L" code.
- Indicate the discharge date with an "L" and the appropriate code on your **Payroll Time Sheet** and your **Register**.
- Complete a **CHIPAHS Progress Report** indicating either leaving marks or final marks, depending on the student's track dates. Give the pink or blue (Spanish) copy to the parent/guardian.
- Complete Section IV (Marks and Credits) on the **Student Enrollment Form**.
- Complete all of Section V (Discharge Information) on the **Student Enrollment Form**.
- Attach a ¼ sheet **Document Cover** ("ATTENTION!"), the yellow copy of the final **Progress Report**, and **IEP Reports**, if applicable, to the green copy of the **Student Enrollment Form**. Send them to the CUM carrying school.
- Attach all **Assignment/Grade Sheets**, **IEP Report(s)**, if applicable, all IEP's, the BASIS, if administered, transcripts and the white copy of the final **CHIPAHS Progress Report** to the white copy of the **Student Enrollment Form**. Mail them to the CHIPAHS office within one week of discharge.
- Notify Rita Black if the discharge results in changes to your previously faxed **Weekly Schedule**.
- Call Gigi Gamboa directly at 818-509-8759 if the discharge results in changes to your previously faxed **Time Sheet** (last 2 days of the pay period).

Note: For detailed instructions and sample forms, refer to your Policies and Procedures manual.

*******Keep copies of all forms for your records.*******



Call your Teacher Facilitator if you have any questions or concerns.
Really. Call.