



RETIRED 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 Nina Gonzales (818-759-8115 Ext.34) 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 the 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**. (You may need to send a copy of the **Parent Acknowledgement** before the school will release information.)
 - Send a **Request for Student Records/Information** to the CUM carrying school.
- ❖ *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 Nina Gonzales with your new schedule information.
- ❖ If you enroll a student after you have faxed your projected **Time Sheet** (last 2 days of a pay period), call Gigi Gamboa directly at 818-509-8759.
- ❖ Administer either the BASIS test or the STAR Reading and Math during the first week of service. 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 of two weeks of enrollment.
- ❖ Attach the ¼ sheet **Document Cover** ("ATTENTION!") to the goldenrod copy of the **Enrollment Form** and 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.



RETIRED HOME TEACHERS' P & P CHEAT SHEET
2006 - 2008 (continued)

Weekly/Monthly Forms and Procedures:

- ❖ **Weekly Schedule**, due in CHIPAHS office by 8:00 a.m. every Monday. Call Nina Gonzales immediately with any schedule changes.
- ❖ Provide the parent/guardian with a written weekly teaching schedule.
- ❖ Maintain up-to-date **Assignment/Grade Sheets** for each student.
- ❖ Complete your **Time Sheet** in **blue** ink.
- ❖ Fax the front page of your signed **Payroll Time Sheet** weekly on the dates indicated on the form. Fax only as completed for days/weeks preceding the due date(s). Do not project time. Include Weekly Totals.
- ❖ Last 2 days of the pay period
 - ◆ Project your time, mileage and other Grand Totals.
 - ◆ Fax the front page on the date indicated on the **Time Sheet** indicated. Phone in any changes immediately.
- ❖ On the last day of the pay period, after your last student has been served:
 - ◆ Date your **Time Sheet**.
 - ◆ Total mileage on back.
 - ◆ Mark any changes that occurred in the last 2 days (teacher or student absences, mileage, etc.).
 - ◆ Fax the front of the **Time Sheet** to the office.
 - ◆ Mail the original **Time Sheet** to the office

Monthly/Quarterly Forms:

- ❖ After you have served your students on the last day of the Register's time period:
 - ◆ Complete your **Register** using **blue** ink.
 - ◆ Fax your signed and dated **Register** to the office
 - ◆ Mail the original **Register** to the office.
 - ◆ Complete a **Checklist for Pending Placement Students** each month and send it to the CHIPAHS office with your **Register**.
- ❖ **CHIPAHS Progress Reports**
 - ◆ Complete and distribute according to each student's calendar and track dates.
 - ◆ Check with the student's Counselor, the P & P, the Carlson website or the Carlson Monthly Calendar to determine Progress Report Due Dates.
 - ◆ For secondary students, issue credits at the end of a semester, an intersession or ESY only.
- ❖ For students with IEP's:
 - ◆ Photocopy and 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 a copy of the **IEP Report(s) 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



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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.
- ❖ Call Nina Gonzales that day with the discharge date and the "L" code.
- ❖ Complete all of Sections IV (Marks and Credits) and V (Discharge Information) of the **Student Enrollment Form**.
- ❖ Indicate the discharge date with an "L" and the appropriate code on your **Payroll Time Sheet** and **Register**.
- ❖ Complete a **CHIPAHS Progress Report** (leaving marks or final marks, depending on the student's track dates). Give the pink or blue (Spanish) copy to the parent/guardian
- ❖ Attach a ¼ sheet **Document Cover**, ("ATTENTION!") the yellow copy of the **Progress Report** and **IEP Reports** (if applicable), to the green copy of the **Student Enrollment Form**, and send them to the CUM carrying school.
- ❖ Attach all **Assignment/Grade Sheets**, **IEP Reports(s) of Progress and Achievement**, if applicable, all IEP's, the BASIS, if administered, student 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.
- ❖ 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 you records.******



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