



Carlson Home Instructional Program and Hospital School
(CHIPAHS)
Supplemental Teachers' Cheat Sheet 2006 - 2007

When you receive an assignment:

- Within 3 school days of receiving the assignment, contact the student's parent/guardian and set up an initial meeting.
- Verify the student's address.
- Call your Office Representative and notify him/her of your planned meeting.
- 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 read (and keep) the **Welcome Letter** and sign the **Parent Acknowledgement** form. Provide explanations of CHIPAHS procedures as necessary.
- Contact the CUM carrying school and:
 - Inform them that the student is enrolled in CHIPAHS.
 - Record the name, title and extension number (if applicable) of the person with whom you speak.
 - Obtain any information you need to complete the **Student Enrollment Form**. (You may need to send a **Request for Student Records/Information** with a copy of the signed and dated **Parent Acknowledgement** form 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 and most recent (leaving) marks
 - Recommended course titles for Carlson instruction
 - Marking Period deadlines, especially for High Schools
- Add the student to your **Time Sheet** and your **Register**. Mark each form with an "E" and the applicable "E" code.
- Set up a teaching schedule for the remainder of the week and provide the parent with a copy.
- Call your Office Representative and inform him of:
 - The "E" date
 - The "E" code
 - Your new schedule information
 - Any changes to the student information given to you previously (e.g., new phone number, different Service Address)
- Attach the signed and dated **Parent Acknowledgement** form to the pink copy of the completed **Enrollment Form** and mail them to the CHIPAHS office within two weeks of enrollment.



Carlson Home Instructional Program and Hospital School (CHIPAHS) Supplemental Teachers' Cheat Sheet 2006 - 2007 (continued)

When you enroll a student: (continued)

- If you have repeated difficulties obtaining the necessary information from the CUM carrying school, contact a CHIPAHS administrator for assistance.
- Attach the **Document Cover** $\frac{1}{4}$ sheet (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 Office Representative or your Facilitator, Liz Raikhy, for assistance.

Weekly/Monthly Forms and Procedures

Assignment/Grade Sheets

- Maintain up-to-date forms for each student and subject.
- In each subject, students receive 1 achievement mark for each 5 hours of instruction.

Weekly Schedule

- Complete and fax to the CHIPAHS office before 8:00 a.m. EVERY Monday morning.
- Be sure to schedule the full number of minutes due the student, even if you anticipate absences.
- Provide the parents with a written weekly teaching schedule.
- **Call your Office Representative immediately with any schedule changes and/or absences.**

The dates, times and numbers of minutes scheduled on your Weekly Schedule must match your Payroll Time Sheet, Register and the Parent Verification of Service form.

Payroll Time Sheet

- Use **blue ink**
- Fax the signed front page to the office no later than 8:00 a.m. on the days indicated.
- Complete only through the preceding Friday, including Weekly Totals. *Do not project time for the upcoming week(s).*
- The last 2 days of the pay period,
 - Project your time, mileage and other Grand Totals.
 - Fax by 8 a.m. on the date indicated.
 - Call the designated Office Representative with any changes that occur on the last 2 days.
- After you have seen your student(s) on the last day of service for 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 page of to the office.
 - Attach your **Verification of Service** to your **Time Sheet**
 - Mail to the CHIPAHS office.

The Payroll Time Sheet's dates and numbers of minutes scheduled must match your Weekly Schedules, Register and Verification of Service form.



Carlson Home Instructional Program and Hospital School (CHIPAHS) Supplemental Teachers' Cheat Sheet 2006 - 2007 (continued)

Weekly/Monthly Forms and Procedures (continued)

Verification of Service Form

- Have parent/guardian sign for each scheduled day of instruction, including any student and teacher absences shown your **Register** and **Time Sheet**.
- Fax to the office each time that you fax your **Payroll Time Sheet**
- DO NOT project time for the last 2 days of the month.
- After the last date of service for the pay period, attach your completed, original form to your original **Payroll Time Sheet**, and mail them the CHIPAHS office.

The dates, numbers of scheduled minutes and student or teacher absences on the Verification of Service Form must match your Payroll Time Sheet, Weekly Schedules and Register.

Monthly and Quarterly Forms and Procedures

Register

After you've served your student(s) on the last day of the Register's time period:

- Sign, date and fax to the office
- Attach the **Checklist for Pending Placement Students**, if applicable.
- Mail to the CHIPAHS office via school mail.

The Register's dates and numbers of minutes scheduled must match your Weekly Schedules, Payroll Time Sheets and Verification of Service form.

Checklist for Pending Placement Students

- Complete every month.
- Attach the completed form to your **Register** and mail to the CHIPAHS office.

CHIPAHS Progress Reports

- **CHIPAHS Progress Reports** are issued according to the student's Calendar and Track deadlines and upon discharge. Check with the CUM carrying school or refer to your Carlson Monthly Calendar or the charts in Sections I and III of the Policies and Procedures manual for Progress Report Due Dates.
- Students enrolled in CHIPAHS for 5 or more instructional hours who receive letter or number marks at their CUM carrying school must be issued a **CHIPAHS Progress Report**.
- Complete the **Progress Report** and distribute it according to the color codes on the bottom of the form.



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Monthly and Quarterly Forms and Procedures (continued)

IEP Reports of Progress and Achievement

- Required for any student with an IEP.
- Photocopy then complete the **IEP Report(s) of Progress and Achievement** (found at the bottom of the Goals' page(s)—Section G, page 5) according to the dates on the Report. If there are no dates indicated on the **Report**, use the Progress Report Due Dates and submit with the **CHIPAHS Progress Report**.
- Write your name and "Carlson Home Instruction" in the space next to "Other Provider".
- Attach a **Document Cover** $\frac{1}{4}$ sheet ("ATTENTION!") and send to the CUM carrying school.
- Send a copy to the CHIPAHS office.
- Give a copy to the parent(s).
- Keep a copy for your records.
- If the student receives letter and number marks, attach the **IEP Report** to the **CHIPAHS Progress Report** and distribute according to the color codes on the **Progress Report**.
- Severely impaired students (MDG, MGO, etc.) whose instruction is based solely on their IEP goals receive only the **IEP Report(s) of Progress and Achievement**.

End of a Term (Semester, Intersession, ESY)

- If you are working with a student at the end of a term and will be continuing with the student the following term, complete the "Marks" and "Credits" sections of Program 1, Section IV of the **Student Enrollment Form**. (Credits are issued for Secondary students only.)
- Complete Program 2 information, including the year, term and courses.
- Send the yellow copy to the CHIPAHS office.
- Photocopy the form and mail the copy to the CUM carrying school. Write "Revised to Reflect New Course Information" and the date at the top of the photocopy.



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When you discharge a student:

- Notify the CUM carrying school of the discharge date and the "L" code.
- In Section V of the **Enrollment Form**, write the name of the person with whom you speak.
- Call your Office Representative with the discharge date and "L" code.
- Indicate the discharge date with an "L" and the code number on your **Payroll Time Sheet** and **Register**.
- Complete a **CHIPAHS Progress Report** indicating either leaving or final marks.
- Record the marks and credits in Section IV of the **Enrollment Form**. (Credits are issued for Secondary students only and only at the end of a term.)
- Complete all of Section V (Discharge Information) of the **Enrollment Form**.
- Attach the **Document Cover** $\frac{1}{4}$ sheet ("ATTENTION!"), the yellow copy of the **CHIPAHS Progress Report** and **IEP Reports**, if applicable, to the green copy of the **Enrollment Form**, and send them to the CUM carrying school.
- Attach all **Assignment/Grade Sheets**, **IEP Report(s)**, if applicable, all IEP's, student transcripts and the white copy of the final **CHIPAHS Progress Report** to the white copy of the **Enrollment Form**, and send them to the CHIPAHS office via school mail within one week of discharge.

NOTE: For detailed instructions, refer to the **Supplemental Teachers' Policies and Procedures manual**.



If you have any questions or concerns about these procedures, please contact your Teacher Facilitator, the Teacher Advisor or your Office Representative.
Really. Call.

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

