

## KEY PAPERWORK FOR HOME AND SUPPLEMENTAL TEACHERS

ENROLLMENT—GIVE TO PARENT TO KEEP	ENROLLMENT—PARENT SIGN, TEACHER SUBMIT	ENROLLMENT—TEACHER FILL OUT AND SUBMIT	WEEKLY FORMS (FAX TO OFFICE)	DISCHARGE PAPERWORK
Parent Welcome Letter	Parent Acknowledgment Letter with Home Language Survey	Enrollment form—pink (Fall) or yellow (Spring) copy to office, goldenrod 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/EIAC/CEAC meeting flyer	Meal Application			Progress Reports—final to office, parents, school
Title IX Brochure	<i>[The Home Language Survey has been combined with the Parent Acknowledgment Letter—see above.]</i>			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.*