**Registration Forms**

**Form 1 – Orientation**

**Form 2 – Verification Form**

**Form 3 – Emergency Card**

**Form 4 – Enrollment Form**

**Form 4A – Personal Identifiable Form**

**Form 4B – Affidavit of Residence**

**Form 5- Student Commitment**

 **Form**

**Form 5a- Student Handbook**

**Form 6 – Photo/Media Consent**

 **and Release Form**

**Form 7 – Student Assessment**

 **Log (Baseline)**

**Form 8 – IET & ITP Screening**

 **Form (If applicable)**

**Beginning of Year**

* **Teacher Information Form (S. Atkinson)**
* **TEAMS Teacher Profile**
* **Employee Handbook Acknowledgment Form**

 **(S. Atkinson)**

* **Syllabus (Lead Teacher)**
* **Teacher’s Schedule (Lead Teacher)**

**First Day of Class**

**Form 9 – Career Clusters Survey**

**Form 10 – ITEC Plan (Part 1)**

* **Distribute copies of Syllabus to students**

**6**

**5**

**8**

**9**

**3**

**7**

**4**

**1**

**2**

**Progress Testing Forms**

**Form 11- ESL/GED Progress Tests Form**

**(for all students attaining required contact hours) [40/GED] [60/ESL]**

**Form 12 -Student Assessment Log (*Progress)* Form 12 with attached Printout (Lead Teacher)**

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**After Progress Testing**

**Form 13- Complete ITEC Plan (Part 2)**

**Form 14- Success Story**

* **Complete Student Survey**

 **As needed**

**Form 15 - Planned Gap/Exit Form/ Program Noncompletion**

**(Lead Teacher)**

**Daily**

* **Text Daily Count**

 **(Lead Teachers)**

**Weekly Forms**

* **Weekly Lesson Plans**
* **Weekly Telephone Log**
* **TEAMS Attendance**

**\*All forms uploaded to Google Classroom**

**\* Teacher of Record Verification Checklist stapled to folder**

**Monthly Forms**

* **Timesheets/Planning Logs (S. Atkinson)**
* **TEAMS Attendance with original Student Sign-In sheets**

 **(Mr. Borrego)**

* **Telephone Logs**

 **(G. Gonzalez**

* **TEAMS Attendance**

**(G. Gonzalez)**