

EA Contact Person Information

1. Either the ES or Contact Person will gather all needed info to create a "New CP Course" request in ES Webfiles. You may use the Course Request form in the forms area as a help to make sure you have collected all needed info, if you wish, and to provide all the info required for the ES to set-up the activity. Discuss with the ES who will collect the permission slips and vehicle usage forms.

The ES will then:

- enter the date of activity under proposed start date. Decide with the ES a last date to enroll in the activity. The ES will put this in the comments area. (Allow a minimum of 8 working days for the check to be processed and mailed out by the office.)
- write any additional ES comments.
- list the address of the Contact Person or ES to where the following forms will be sent: EA Permission slip, Volunteer/Employee Vehicle Usage (if parents are driving children other than their own).

2. On the last date to enroll in the activity, the contact person should:

- initiate communication with the ES in charge.
- arrange for the permission slips to be delivered to the ES.
- go over the list of activity participants with the ES in charge, noting any students who are "enrolled", but do not have a permission slip to you, the contact person.

3. The ES will email cp@ieminc.org with the names and student numbers of any students "enrolled" in webfiles that have not completed permission slips, asking that they be deleted, and the activity be "closed" to enrollment, and the check processed. **Absolutely do NOT allow anyone who has been deleted from this list to attend the activity under the school "umbrella" or with school funds. Even if students on the list do not attend, the school funds may NOT be used for another student or person.**

4. The check for the activity will then be created and mailed to the ES in charge of the activity. **If the check is more than what is owed to the vendor, do NOT under any circumstances accept cash back from the vendor.** Our vendor relations department will clear up any discrepancies and make any needed arrangements after the activity has taken place. Do not allow the vendor to convince you to accept any cash repayment to the school.

5. The next step will be for the contact person to get the check and the final list of students participating in the activity from the ES in charge. As the contact person, it will be your responsibility to check to see that the students who are approved and on the list are the students who are allowed to participate in the activity. **No student substitutions are allowed for any reason after you have received the final participant list.**

6. Please be sure to report any unusual incidents to the ES in charge after the activity.

Remember: NO STUDENT MAY ATTEND THE ACTIVITY WITHOUT A PERMISSION SLIP SUBMITTED TO THE ES IN CHARGE BY THE DUE DATE.