

ES CHECKLIST-PARENT INFORMATION

(For ES to use at the first meeting with each family and in the subsequent month)

ESs: Take to first meeting, check off as done, then keep in your parent file.

Initial Information and Enrollment Meeting

- Ask questions to see if the school will meet the parent's needs. (Use Interview Questions)
 - Enroll the Student:
 - Initial the Charter Summary
 - Student Agreement
 - Assessment Confirmation Letter (CWCS Only)
 - Discuss and complete the Additional ES Services Contract Form (if applicable)
- Complete First Meeting Information Sheet and provide all listed documents while discussing each point on the sheet line by line. Take the time to answer all questions and concerns at this time.
- Explain attendance roll sheet procedure
- Explain monthly learning record documentation
- Explain portfolio requirements and that work will be collected at each learning record meeting
- For high school, request a copy of student's transcript and use Graduation Requirements Worksheet to determine courses needed to graduate (Provide a plan to parents at the next meeting)
- Supply copy of closest learning center flyer
- Give Pre-test: Scantron for 2-12 for all schools, and WRAT for K-1 if required by specific school
- OR Confirm Pre-test date and location (if not giving at this time)
- Assign work (when applicable)
- Set weekly/monthly meeting time and place

Subsequent Meetings

- Give parent a copy of the final General Information Sheet printed from ES WEBfiles (If app)
- Give parent a copy of the next attendance roll sheet printed from ES WEBfiles each month
- For High School students, provide of plan of how their student will complete their courses and courses still needed for graduation using the Graduation Requirements Worksheet (update as needed)
- Collect portfolio samples (each month)
- Assessment of assignments (when applicable)
- Give new assignments (when applicable)
- Gather learning record information for each student (each month)
- Check out materials to student, have parent sign that materials were received
- Continue acquisition of appropriate textbooks, instructional materials, etc.
- Discuss appropriate Contract Programs opportunities for students
- Review Scantron pre-test results with parent and offer Skills Connection materials
- Conduct any research the family needs
- Explain how to get access to a school internet account (If app)
- Provide school information and newsletter if parent not on listserve
- Make sure parent knows about Parent List Serve and keeps email address updated
- Administer/collect any school surveys
- For CWCS only: provide parent with Writing Prompts Booklet and explain requirements