

# IEM Schools First Meeting Information Sheet

(For ES/parent use at first ES meeting each year.)

ESs: Please enter information on the Parent Checklist, then keep this completed form in your family file. It may be requested later by the school.

Parent Code: P \_\_\_\_\_ Parent Name: \_\_\_\_\_ e-mail \_\_\_\_\_

ES # \_\_\_\_\_ ES Name: \_\_\_\_\_

ES Advisor Name: \_\_\_\_\_

**My signature below verifies that I have discussed the following with my ES to my satisfaction and have received the documents listed.**

1. My ES provided me with a new copy of the General Info Sheet with all contact numbers included. (For new students, use temp. sheet until 2nd meeting).
2. My ES provided me with a copy of the school calendar.
3. My ES has provided the Parent Version of the State Standards for the grade level of my students this year.
4. My ES has identified the mandatory state-required assessment tests for my students this year and given me the dates my enrolled students must be available to attend testing.
5. My ES has explained and I understand that missing any required school or state test session constitutes a truancy with this school.
6. My ES has pre-tested my students or set a date to do so.
7. My ES has given me the school's Suspension and Expulsion policy sheet and explained our rights.
8. My ES has informed me about educational activities and contract programs opportunities that the school can provide this year; and that they can only be paid for by school funding within the dates my child is enrolled in the school. We cannot back-date any class payments to a time before a PO is submitted.
9. I have discussed the instructional funding available for my students this year and we have set spending priorities based on my student's individualized learning plan. I understand that the school's funding cannot be used to purchase denominational or sectarian materials, and that all educational materials provided to my students remain the property of this charter school. Lost or willfully damaged items will be charged to the parents and student records will be withheld.  
(see [www.ieminc.org/handbook/instrfunds/ifcriteria.htm](http://www.ieminc.org/handbook/instrfunds/ifcriteria.htm) for more information)
10. I have been provided with curriculum I have requested, or while I am waiting for my requested curriculum, my ES has given me assignments for my students.
11. My ES has informed me about the parent email Listserves and how to sign up for them.
12. My ES has informed me of the information available at the school website, which includes the newsletter (if applicable), parent council info, parent handbook, contract programs and vendor info, etc.
13. If I do not have internet/email access, my ES and I have discussed and have a plan for how I will get all school information from them in a timely manner.
14. I have filled out the School Survey Addendum and returned it to my ES (once per year).
15. My ES has completed or reviewed (if returning student) the Graduation Req. Agreement.
16. My ES has informed me that an ID card that will be necessary for my students for entrance into some school test sessions.
17. My ES has explained the Yearly School-wide Writing Assignment for this school year.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

ES Signature \_\_\_\_\_ Date \_\_\_\_\_