

IEM Schools
New Program Procedure Checklist

New Program Name: _____

Location: _____ Date: _____

ES in Charge: _____ Phone: _____

This checklist is to be completed at the New Programs Team meeting, step xx.
Complete all applicable sections. Any changes from normal school procedure need
to be listed below:

Training Department:

ES Trainer assigned: _____ Phone: _____

Trainings, monthly meetings, ES evaluations, Group duties, Learning Records:

Student Records:

Enrollment paperwork, Student Agreements, Attendance forms, Drops, Transfers,
Migration. Report cards:

Contract Programs:

Facilities:

Finance Team:

Budget Approval or Changes:

Accounting: **Program Code:** _____

Authorized to submit POs:

Program Agreements:

Resource Library:

Ship orders to:

Personnel:

Hire as regular ES:

Hire as instructors and/or classified personnel:

Payroll:

Pay variations:

MIS:

Needs Worksheet completed & submitted to MIS _____:

Approved by:

ES-In-Charge Signature

Signature

05/15/01

New Program Coordinator