

# 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. Keep in file for new ES at transfer.

## Initial Information and Enrollment Meeting

(Plan to spend one hour or more per student at this first meeting)

- Ask questions to see if the school will meet the parent's needs. (Use *Interview Questions*)
- Enroll the Student:
  - Initial the *Charter Summary*
  - Complete the *Student Agreement*
  - Discuss and complete the Additional ES Services Contract Form-*AESS* (if applicable)
  - Provide a *Immunization* form/waiver; *Health exam*; etc to be completed if need was indicated on assignment email
  - Check the students' grade level against the *Grade Level Chart* for the correct school year; explain our processes and make needed adjustments with the parent present
- 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 Rollsheet* procedure & leave first rollsheet form
- Explain monthly learning record documentation
- Explain portfolio requirements and that work will be collected at each learning record meeting in all subjects
- 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)
- For high school, complete the *Graduation Requirements Agreement*.
- Give Pre-tests: Scantron for 2-12; WRAT for K-2; Learning Styles inventory
- 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

(Plan to spend one hour per student at each subsequent meeting)

- Give parent a copy of the final *General Information Sheet* printed from ES WEBfiles (once a year)
- Give the parent a copy of the appropriate *Parent Standards* for their students (once a year or as needed)
- Give parent a copy of the next attendance roll sheet printed from ES WEBfiles each month, keep a copy in your file for the next visit in case of error/loss/ES-Parent attendance dispute.
- For High School students, provide of plan of how their student will complete their courses and identify courses still needed for graduation using the *Graduation Requirements Worksheet*. Update as needed.
- For High School students, periodically review and update as needed the *Graduation Requirements Agreement*.
- Collect portfolio samples (every month for all students!); listen to speeches or view performances
- Assessment of assignments. Provide feedback at meeting and take notes for LRs.
- Give new assignments (for AESS and when applicable)
- Gather learning record information for each student (each month for all students). Expected method for LR info collection: Review all work and interview students. Alt. method A: See all work. Alt. method B: Interview students.
- Check out materials to student, always have parent sign that materials were received on PO receipt if ordered new or *Materials Checkout* form if it is coming from another student.
- Discuss acquisition of appropriate textbooks, instructional materials, etc.
- Discuss appropriate GEAs, Contract Programs/Vendor classes and other opportunities for students
- Review Scantron, WRAT, Learning Styles pre-test results with parent
- Note any research the family needs and when you indicated you would get back to them
- 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, encourage participation, and keep email address updated
- Administer/collect any school surveys
- Provide/collect/give feedback to parent on the school Writing assignment for the school year requirements