

TEACHER PROCEDURES FOR HIGH SCHOOL STUDENTS

You **MUST** adhere to the following:

1. Admit child on the 3rd day.
2. Upon admission, contact the student's home school or school of affiliation to determine the courses of study.
3. Document the following on the Student Instructional Log:
 - Name of Home School
 - Name of Guidance Counselor/School Contact
 - Course Titles and Codes
 - Regents/RCT to be administered (If applicable)
4. Complete a RASA at the end of every month and fax to Keri Kaufmann 718-794-7263. If a child has been there only 2 weeks please send in a RASA.
5. When a child is discharged from the hospital E-MAIL your pupil account secretary **IMMEDIATELY**. They will readmit student back to their H.S. Give child **Transition Letter** to return to school.
6. When child is discharged from hospital the guidance counselor should be called and grades should be faxed.
7. When a H.S. student's referral is sent to Home Instruction the following information **MUST** be filled:
 - a. Name of Home School
 - b. Name of Guidance Counselor
 - c. Course Titles and Codes
 - d. Regents/RCT to be administered (If applicable)
8. At the end of January and June, RASA forms must be submitted with **FINAL** grades. Keri Kaufmann will submit course codes and credit on the student's transcript.

NOTE: If we are continuing courses that schools started then we are able to give credits to students. We need to work with the student's home schools in order to make this possible.

I have read, understand and will be held accountable for the above mentioned procedures.

Name

Date