

EMPLOYEE ORIENTATION LIST

The following items are part of an employee's orientation to the Windham School District. Orientation is to be provided by the appropriate administrator or his appointed representative. By signing the completed form, each employee acknowledges that he has discussed and understands the policies, regulations and subjects mentioned. This document will become part of the employee's personnel file. The employee should **INITIAL** each applicable item covered. Any items considered to be "not applicable" should be marked "N/A."

EMPLOYEE NAME _____ SSN _____

POSITION _____ UNIT _____

Unit/Departmental Information (Appropriate Administrator/Supervisor The Principal or appropriate employee supervisor will provide training or complete the following items:

- a. _____ Has met with appropriate personnel (to be determined by unit warden, principal, or department head).
- b. _____ Requisitioning materials and supplies, use of Education Service Centers, textbook procedures, travel, and conference regulations.
- c. _____ Chain of command for the applicable unit or department.
- d. _____ Received and reviewed training in Windham School District attendance accounting procedures, including unit attendance procedures, and receipt of copies of official policies related thereto.
- e. _____ Passed a test on attendance accounting policy.
- f. _____ Viewed TEA training films on PDAS Appraisal Instrument. Principal overview and explanation of the forms and procedures used for PDAS evaluation.
- g. _____ Two days of unit pre-service.
- h. _____ General Security Information-Unit Procedures.

Signature of appropriate Administrator/Supervisor _____

Title _____ Date _____

Statement of Employee: I have received training in each of the foregoing mentioned items.

Signature of Employee _____ Date _____

DOCUMENTATION OF ATTENDANCE ACCOUNTING TRAINING

Employee Initial

- _____ I have reviewed a copy of the WSD Attendance Accounting Procedures 9.02 and/or discussed the policy with an appropriate trainer (principal or regional staff person).
- _____ I understand that a copy of verification for this training or any update training will be maintained on the unit or in the Central Office personnel file.
- _____ I understand that willful violation of these procedures and/or falsification of attendance records are causes of dismissal and that I am responsible for following these procedures.
- _____ I have reviewed the information presented on completing the daily class roster. I have received appropriate training and I understand my responsibilities in completing the daily class roster.
- _____ I understand the concept of “rounding-off”. I have received training in “rounding-off” and I am able to record the appropriate contact hours on the daily class roster.
- _____ I have received training in verifying information contained on the Official Attendance Record and the daily class roster and I know how to make corrections appropriately.

Employee Signature

Date