

New Student Checklist

Student Name: _____

_____ Student Folder Made (Locked Up)

_____ Portfolio Folder Made (Classwork, Lesson Plans)

_____ Student Appears on Roster

_____ Student Information Sheet Completed and Filed

_____ Adult Education Course Requirement Signed and Filed

_____ CASAS Assessment Given _____ (Date)

_____ CASAS Item Analysis Completed and Filed

_____ TABE Locator Given _____ (Date)

_____ TABE Survey Given _____ (Date)

_____ TABE Item Analysis Completed and Filed

_____ GEDReady (if applicable)

_____ Items sent to Melissa Shadix – SSC:

- Locator Answer Sheets
- TABE Answer Sheets
- TABE Score Sheet (1/2 sheet – other half stapled to student folder)
- GEDReady results

_____ Items sent to Brenda Talbot – FWB:

- CASAS Assessment Form (1/2 sheet – other half stapled to student folder)

_____ Entered on Attendance Sheet

_____ Student Tracking Sheet Completed in Folder

_____ Forms Completed for Under-18 Students:

- Attendance Agreement
- Release of Information Form (w/ phone #'s, copy; send original to Nancy Ordonia – SSC)
- Copies of Age Waiver (1 on file, 1 to Melissa Shadix – SSC, original back to student)

_____ Transition Advisor Contacted with GED Student's Name (Sheron McLaney – CNC, SWC; Gail Kimball – Crestview, Niceville; Sue Cowan FWB)