

# School and District Back to School Workflows:

Emergency Contact Card  
Media Consent Form  
Transfer Form  
Home Language Survey  
Housing Questionnaire  
General Medication  
Administration Form  
Kindergarten Admin  
Questionnaire  
Parent/Student Ethnic  
Identification  
Preferred Language Form  
Student Registration Form  
Immunization Record  
Proof of Age and Residency  
Health Examination Form  
Parent Affidavit  
Permission to Walk Home  
Walking Trip Permission Slip  
Student-Parent Handbook  
Opt-Out Forms

Over the Counter Student  
Registration  
Bus Eligibility  
Supply Lists  
Beginning of Year Orientation  
Monthly Newsletters  
Student Elections  
Student Course Change  
Request  
Absence Note  
Visitor Approval Request  
Daily Student-Teacher  
Health Check-Ins  
Sibling Survey  
Transcript Request Form  
Reopening Family Feedback  
Backpack Letters & Memos  
Offsite Coursework  
Agreement Form  
Acceptable Use Policy for  
Virtual Learning

COVID Flex Scheduling Letters  
and Groups  
Daily Alerts to Parents on  
Who is Reporting  
Technology Support Ticketing  
Summer Assignments  
Google Classroom Code  
Distribution  
Discharge Form  
Change of Address  
Not Returning September  
2020  
Device Distribution and  
Management  
Creating Student Accounts  
Parent Tech Support Tickets  
Guidance Counselor  
Appointment Scheduler  
Permission to Leave Early  
Cell Phone Contract  
Discipline Contract

Class Contracts  
Request for IEP Application  
Parent-Teacher Conference  
Sign Up  
Student Handbook  
College Now Registration  
On-Site Clinic Permission Slips  
After School Program  
Registration  
Third-Party Support  
Programs Registration  
Senior T-Shirt Size Request  
Collect Senior Dues  
Permission to Participate in  
Senior Activities & Sign Up  
AP Exam Payments  
Virtual Fundraising  
Gym Uniform Purchasing  
Supply Purchasing  
Yearbook Boosters

Comp Time Per Session  
Employment  
Per Session Time Sheets  
Policy and Regulations Sign  
Off  
Staff Sign-Off IEP Distribution  
and Review  
Request for Expenditure  
Request for Reimbursement  
Staff Emergency Contact  
Cards  
Transcript Update Record  
Professional Learning Weekly  
Check-In  
Personal Time Off  
Remote Teaching Practice  
Handbook  
Teacher Handbook  
Virtual Event Approvals  
IEP Documentation