

MEMORANDUM

TO: All Per Session Teachers

FROM: Per Session Home Instruction Office

RE: New Student Admit Procedures for Per Session Teachers

The following procedures must be followed in order for a student to be officially admitted to the per session home instruction register:

- A.) After visiting the student's home and establishing a schedule with the parent, the teacher must:
1. complete the Per Session Time Schedule
 2. indicate the "Start Date"
 3. sign the time schedule
 4. fax the time schedule to the Per Session Office at (718) 794-7232 to the attention of the appropriate per session coordinator **NO LATER THAN 24 HOURS AFTER THE INSTRUCTION HAS BEGUN.**

****** STUDENTS CANNOT BE ADMITTED TO THE PER SESSION REGISTER UNTIL THE TEACHER'S PER SESSION TIME SCHEDULE IS RECEIVED BY OUR OFFICE.**

****** TEACHERS CANNOT BE PAID UNLESS THEIR STUDENT IS ON THE PER SESSION REGISTER.**

- B.) Teachers are no longer required to phone in "Start Dates" and schedules to the per session coordinators.
- C.) Teachers of credit bearing (high school) students must indicate subjects (and course codes) taught on the Per Session Time Schedule.
- D.) Teachers must continue to notify the office of any changes in their schedule. If a change is permanent, a revised Per Session Time Schedule must be faxed to the appropriate per session coordinator. Instructors should write "Revised" and the effective date of the revision on the top of the form.

******Teachers may contact their per session coordinator at (718) 794-7200 with any questions regarding this new procedure.**

I have read and received a copy of this memo

Teacher Name (print)

Signature

Date