

Claiborne Parish Schools

List of Forms or Documents needed throughout the year.

This is to provide you with a quick reference in case you are not sure or you need to be sure about a form or document called for. In case you do not have any of these forms, contact the supervisor in charge and they will send you one via e-mail.

These forms must be filled out and either filed or sent in each year:

1. Student Transfer Request Forms(Summer)
2. Job descriptions(Fall)**Hilton**
3. Pgps (signed and updated yearly, collected in Spring)(Fall)**Hilton**
4. Transition plans (dated and signed yearly) (Fall)**Hilton**
5. Principal attestation forms (highly qualified)(Fall)**Hilton**
6. Parent Involvement Policy (yearly)(Fall)**Hilton**
7. School Improvement plans (updated and signed yearly)(Fall)
8. Long and short range goals (yearly)(Fall)
9. Individual School Schedules(yearly)(Fall)**Hilton**
- 10.Changes to any committees(yearly) (Fall)**Hilton**
- 11.Parish philosophy and purposes (personnel evaluation plan)(Fall)**Hilton**
- 12.Residency Verification Forms (must have one on file for every student)(Fall)
- 13.Student of the year and Teacher of the year forms will sent out(Fall)**Hilton**
- 14.Textbook orders for new and any books needed for next year(Spring)**Hilton**
- 15.PBS Survey Forms (annually)(Spring)
- 16.Program monitoring form (yearly)Spring)**Hilton**
- 17.Focus on Improvement Survey (yearly)(Spring)
- 18.Impact on Personnel Evaluation report(yearly) (Spring)
- 19.DSC end of year forms for completion(yearly) (Spring)**Hilton**
- 20.Water festival forms(yearly) (Spring)**Hilton**
- 21.Observations (yearly according to list)(all year long)**Hilton**
- 22.Pre and post observations done accordingly (every time you obs. or eval.)**Hilton**
- 23.Informal observations (3 per week)(all year long)**Hilton**
- 24.Evaluations (yearly according to list)**Hilton**
- 25.Informal self-evaluations (yearly according to list)**Hilton**
- 26.Formal self-evaluations (yearly according to list)**Hilton**
- 27.Electronic communication policy(reviewed and signed yearly)

28. Computer use policy (reviewed and signed yearly)
29. Right to teach policy (reviewed and signed yearly)
30. Agendas for faculty meetings followed by parish sign in sheet for PD (filled out and sent after each one for CLUs) (yearly) Hilton
31. Semi-annual certification forms (twice a year for Title I employees only) (Dec & May) Hilton
32. Parent Involvement documentation chart (teachers yearly) (all year long) Hilton
33. Parental involvement documentation activities (proof) (all year long) Hilton
34. Attendance reports and forms (all year long) (weekly)
35. Hospital/Homebound/Home school forms at central office (as needed) Hilton
36. Janitorial Supply Form (monthly)
37. La. Discipline Referral Forms (Yearly) (as needed)
38. La. Bus Referral Forms (yearly) (as needed)