

New Professionals Academy #2
High Plains Educational Cooperative Central Office
621 E. Oklahoma
Ulysses, KS
August 4th

Time: 9:00 a.m.-3:30 p.m.

New Teachers and Mentors

(Mentors will spend some time in the morning with Shelly)

9:00-9:10 Welcome to Day 2

9:10-10:00 Teacher Notebook-Marcy

10:00-10:30 Time Management/Scheduling

10:30-10:45 Break

10:45-11:00 Working with your mentor

11:00-11:15: Meet and Greet with Mentors

11:15-11:30 Overview of website/ Important dates/common calendar/ forms

11:30-12:00 Accessing your students/Rosters-Marsha/Laurie

12:00-12:45 Lunch provided by HPEC

12:45-1:15 Review caseload
Web based IEP's
Forms
Entering data

1:15-2:20 Review individual IEP's. Items to cover are:
Support time and areas of support
Due date, scheduling
PLEP's
Goal updates

2:10-2:30 Break

2:30-3:00 Mentor on District policies-schedule first day in district.

3:00-3:30 Questions and Answers-Schedules for additional training

See you Thursday (August 5th) at the ALL-STAFF inservice

Next Academy:

September 2nd

HPEC Central Office

9-3:30

Writing IEPs on the web