

**New Professionals Academy #2**  
**High Plains Educational Cooperative Central Office**  
**621 E. Oklahoma**  
**Ulysses, KS**  
**August 3rd**

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

**New Teachers and Mentors**

**(Mentors will spend some time in the morning with Amber)**

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

1:15-2:10 Review individual IEP's. Items to cover are:  
Support time and areas of support  
Due date, scheduling  
PLEP's  
Goal updates

**2:10-2:20 Break**

2:20-2:45 Mentor on District policies-schedule first day in district.

2:45-3:30 Leave forms, Timesheets, Requisitions, Expense Reports—Chrisse, Ellen, Flor

**See you Thursday (August 4<sup>th</sup>) at the ALL-STAFF inservice**

Next Academy:

September 1st

HPEC Central Office

9-3:30

Writing IEPs on the web