



## Poughkeepsie City School District

Delivering on the promise of a high-quality education

*Every scholar. Every day. Every classroom.*

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### Enrollment Protocol

The following forms need to be fully completed and returned to the Main Office of your scholar's school building to begin the registration process for the Extended Learning Time program:

- ✓ 2017-2018 PCSD ELT Student Enrollment, Participation, & Data Collection Form (English or Spanish version)
- ✓ PCSD ELT Parent-Scholar Program Participation Contract (English or Spanish version)
- ✓ PCSD Emergency Card (English or Spanish version)
- ✓ 2017-2018 ELT Program Request Form (English or Spanish version) **NOTE: This form is specific to your building.**

### Attendance Protocol

- ✓ Students will need to sign-in to programming each day that they are in attendance. Each site will establish their own protocol for this process but all records must be kept in a binder at the site.
- ✓ The Site Supervisor and Teaching Assistant will be responsible for attendance data for all programs at their site.
- ✓ Attendance will be entered into YouthTrak by the Site Supervisor and/or Teaching Assistant at least twice every month so that attendance data is no more than two weeks old.
- ✓ Sign-in sheets for adult participants and event information will be kept for all family or adult activities scheduled at each site (i.e. - Family Reading Night, Science Fair, etc.). Copies of these sign-in sheets should be forwarded to the ELT Office in a timely manner.