

Count ME In New Student Checklist for Staff

To be completed by school staff when a new student enrolls



o **Welcome the new student to school**

School Work/Credits

- o Records Transferred: Confirm student's records, transcripts, progress reports received
- o Schoolwork/Credits: Confirm acceptance of previous school work and/or credits/credit equivalency
- o Academic expectations: Review credit status and work expectations with student
- o Previous School Contact: Discuss with student previous school connections
- o Name of staff from previous school: _____

Who's Who at School

Introduce the student to relevant administration/staff

- o Principal and/or Assistant Principal
- o Guidance Counselor or Social Worker
- o School Nurse and/or School Health Coordinator
- o Classroom teacher(s)
- o Attendance Secretary
- o Coaches, players, and after-school activity leaders as appropriate
- o Other

Schedule and Tour

- o Staff or peer mentor give student a tour of the school including:
 - o Bathroom(s)
 - o Nurse's Office
 - o Trash and Recycling
 - o Classrooms
 - o Gym
 - o Outdoor Areas
- o Show the student the cafeteria and explain the lunch times and lunch lines
- o Provide a copy of the Student Handbook to student and go over the most relevant parts of the book with the student, i.e. behavior rubric, dress code.
- o Give the student their student ID number
- o Provide a school day schedule and review schedule with the student (including bus times- and late bus schedule)

Connections

- o Assign a peer to sit with the student during lunch
- o Discuss available activities with the student, i.e. school clubs, after school programs, sports.
- o _____ is interested in learning more about _____
- o Provide a peer "buddy" or mentor to the student if available
- o Assign a contact person for the student to go to for support: _____

Count ME In is a program that promotes increased student attendance, engagement and academic achievement through data driven strategies. This checklist was developed by the Keeping Maine's Children Connected Youth Advisory Committee to help students who are transitioning to a new school.

For more information please contact Jess Anderson at janderson@countmeinmaine.org