



Education Transfer Plan ABSTRACT

Directions:

- 1) Please fill out this form electronically by downloading it from <http://iisme.org> under Summer Fellowships, Fellowship Forms.
- 2) Save As and change the file name to **Abstract_yourlastname**
- 3) Print and attach to your ETP.
- 4) Acquire mentor signature, retain **ORIGINAL** and submit **COPY** to Peer Coach by 8/12/05.
- 5) Acquire administrator signature on **ORIGINAL** and submit to IISME by 10/3/05 to receive \$300 payment.

ETP TITLE: New Student Process and Kit

FELLOW NAME: Megan Stone (O'Brien)

FELLOW PRIMARY E-MAIL: mobrien@santana.org

SPONSOR COMPANY: Solectron

MENTOR NAME: Michele Regan

ABSTRACT (50 words or less:)

I developed a step-by-step New Student Process and New Student Kit to be used when students enroll or transfer mid school year. The process identifies the key people who must know about a new student and ensures they receive the appropriate notification and information. The kit includes a checklist and supplies so everything is immediately ready when a new student arrives.

ETP TYPE: Conventional

GRADE LEVEL: Elementary

Subject: Teamwork **Document Format(s):** Word doc PowerPoint Excel Other:
If "Other," please describe: _____

Describe how your ETP aligns with NBC or State standard as stated in your proposal:

This ETP focuses on teamwork and process efficiencies therefore it does not touch on specific California State Standards. It does, though, benefit the student in that they are set up to be successful when they arrive at a new school. The New Student Process and New Student Kit will ensure they have all the materials required to hit the ground running in the new classroom. Additionally, the student will feel more comfortable knowing the school was prepared for them. Hopefully, the process and kit will help new students experience a positive transition period.

The New Student Process and New Student Kit touch on the following National Board Career and Technical Education Standards:

Creating a Productive Learning Environment

I. Knowledge of Students

Accomplished career and technical educators are dedicated to advancing the learning and well-being of all students. They personalize their instruction and apply knowledge of human development to best understand and meet their students' needs.

II. Knowledge of Subject Matter

Accomplished career and technical educators command a core body of knowledge about the world of work in general and the skills and processes that cut across industries, industry-specific knowledge, and a base of general academic knowledge. They draw on this knowledge to establish curricular goals, design instruction, facilitate student learning, and assess student progress.

III. Learning Environment

Accomplished career and technical educators efficiently manage their classrooms and create an environment that fosters democratic values, risk taking, and a love of learning. In this environment, students develop knowledge, skills, and confidence through contextualized learning activities, independent and collaborative laboratory work, and simulated workplace experiences.

Helping Students Transition to Work and Adult Roles

IX. Social Development

Accomplished career and technical educators develop in students self-awareness, confidence, character, leadership, and sound personal, social, and civic values and ethics.

Improving Education through Professional Development and Outreach

XI. Collaborative Partnerships

Accomplished career and technical educators work with colleagues, the community, business and industry, and postsecondary institutions to extend and enrich the learning opportunities available to students and to ease school-to-work transitions.

Describe the connection between your ETP and the Summer Fellowship.

As part of my fellowship with Solectron, I am working with the Events Planning and Training group (part of Sales Operations) on a new hire process. In addition to sending a new hire kit, which includes procedural information and a few welcome gifts, I am helping to standardize the new hire process within the organization. Currently, there are several different processes managed by folks in different geographical areas. The Events Planning and Training team would like to create an overarching process that is tweaked appropriately for each region. This would ensure that anyone hire into the organization receives the same information, is added to correct email distribution lists, receives correct logins, etc. As soon as I started speaking with the team about the process, I realized we did not have anything like it at Cumberland for new students. Selfishly, I would love to have a New Student Kit prepared so I do not have to run around like a chicken with my head cut off when I get a note in my box after school. At the same time, if I could streamline a process for other members of my staff, that would be great as well.

Checklist for sections contained in ETP:

- | | | |
|--|--|--|
| <input type="checkbox"/> Clearly Stated Outcomes & Standards | <input type="checkbox"/> List of Materials/Resources | <input type="checkbox"/> Hard Copy Turned In to Peer Coach |
| <input type="checkbox"/> Specific | <input type="checkbox"/> Rubric or plan for | <input type="checkbox"/> Soft Copy Turned into Peer |

Procedure/Plan

evaluating outcomes.

Coach

I. FELLOW SIGNATURE-- Required Before August 12, 2005

I, the IISME **Fellow** named above, affirm that the ETP I am submitting is my own work, that I acknowledged sources where appropriate, and that I avoided including any proprietary information of the Sponsor Company. By my submission I am assigning to IISME my entire copyright in the ETP. I understand IISME is simultaneously granting me a license to use the ETP for pedagogical purposes.

Signature _____ Date _____

II. MENTOR SIGNATURE-- Required Before August 12, 2005

I, the **Mentor** named below [please select one of the following],

have read the attached ETP, and my comments, if any, appear below.

have read the attached ETP, and, as outlined in the IISME-Company Fellowship Agreement, have reviewed it on behalf of the Sponsor Company, and have determined that the ETP does not contain any Sponsor-proprietary information. My additional comments, if any, appear below.

Mentor Comments:

Signature _____ Date _____

Printed Name:

III. ADMINISTRATOR SIGNATURE-- Required Before October 3, 2005, submit to IISME on or before October 3 to be eligible for \$300 grant.

I, the **Administrator** named below have read the attached ETP and my comments, if any, appear below.

Administrator comments:

Signature _____ Date _____

Printed Name:



Education Transfer Plan

ETP TITLE: New Student Process and Kit

FELLOW NAME: Megan Stone (O'Brien)

FELLOW PRIMARY E-MAIL: mobrien@santana.org

SPONSOR COMPANY: Solectron

MENTOR NAME: Michele Regan

CONNECTION TO FELLOWSHIP

As part of my fellowship with Solectron, I am working with the Events Planning and Training group (part of Sales Operations) on their new hire process. In addition to sending a New Hire Kit, which includes procedural information and a few welcome gifts, I am assisting them in standardizing the new hire process within the organization. Currently there are several different processes managed by different folks in different geographical areas. The Events Planning and Training team would like to create an overarching process that is "tweaked" appropriately for each region. This standardization would ensure that anyone hired into the organization receives the same information, is added to the correct distribution lists, receives the correct logins, etc. Within three weeks of being at Solectron, I discovered several employees who were never added to a distribution list where critical company information is sent!

NEED FOR PROCESS

As soon as I started speaking with the team about the process, I realized I had never heard of anything like it for new students. Student enrollment at Cumberland is extremely high and growing higher each year. Last year we had four full first grade classes and a grades 1 and 2 combination class yet still had to bus first grade students to other schools in the district. When a student from Cumberland left, another student was then transferred back since we were their home school. It was not uncommon for a teacher to find a note in their mailbox after school stating that a new student would be arriving the following morning. Usually the teacher ran around making sure there was at least a desk, chair, basic supplies so the student felt welcome when they showed up for their first day. From personal experience, I know it was easy to forget some things until they actually came up as part of a classroom or school activity. All the additional requirements for the new student also happened haphazardly throughout the new few weeks or months (i.e. added to the library system, input into AR, etc.) Children are quite perceptive and I am confident that they felt "left out" in certain circumstances. Additionally, I know that other staff members want to get new students up and running but often did not get notification of their arrival in a timely manner. I realized it would be great to have an efficient yet simple New Hire Process so students feel welcome, teachers can efficiently prepare for them and staff members do not have to handle last minute requests.

At first I was thinking only about the New Student Kit but then realized I could probably update the archaic notification system we currently use (aka a handwritten note in your mailbox). Selfishly, I would love to have both so I do not have to run around like a chicken with my head cut off when a new

student is joining my class. At the same time, if I could streamline a process for other members of my staff that would be great as well.

OBJECTIVES AND OUTCOMES

- “Automate” New Student Process identifying the key people who must know about a new student and ensure they receive timely notification and appropriate information.
- Provide framework for building New Student Kit based on requirements for classroom or grade level.
- Introduce staff to new process and provide feedback loop using email or online survey.

NATIONAL BOARD CAREER AND TECHNICAL EDUCATION STANDARDS

The New Student Process and New Student Kit touch on the following National Board Career and Technical Education Standards:

Creating a Productive Learning Environment

I. Knowledge of Students

Accomplished career and technical educators are dedicated to advancing the learning and well-being of all students. They personalize their instruction and apply knowledge of human development to best understand and meet their students' needs.

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Improving Education through Professional Development and Outreach

XI. Collaborative Partnerships

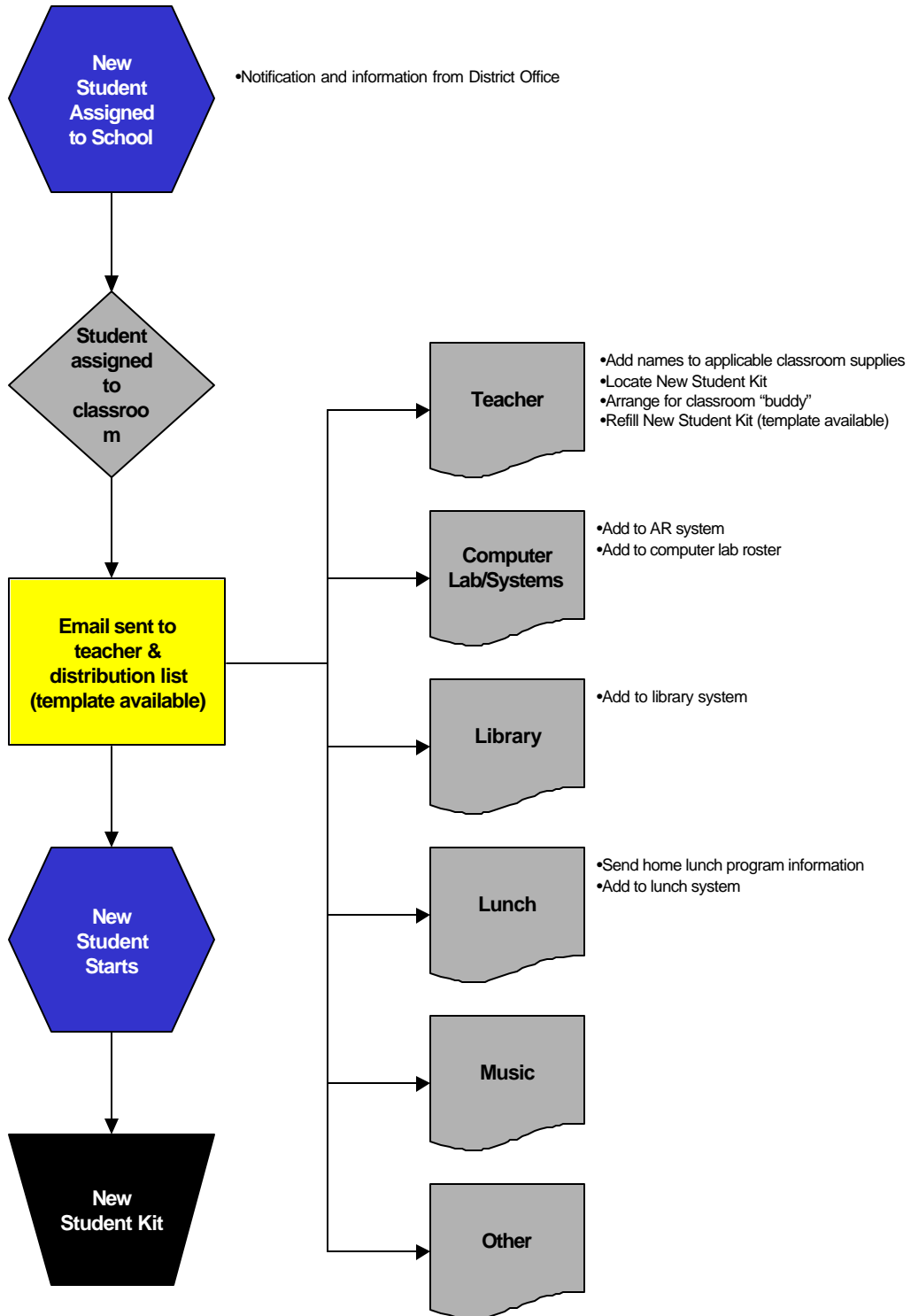
Accomplished career and technical educators work with colleagues, the community, business and industry, and postsecondary institutions to extend and enrich the learning opportunities available to students and to ease school-to-work transitions.

PROCESS AND PLAN

The goal is to keep the New Student Process simple. The more complicated a process or procedure is, the less likely people will use it. Therefore, the initial process could simply include a standard informational form and an email distribution list. If a school actually wants to adopt the process, they could spend more time with each stakeholder or person that requires notification and ensure they receive all the information they require up front.

The New Student Kit will contain two components – a checklist (see SAMPLE FORMS section for sample checklist) and set of supplies. Essentially, the checklist will document the student specific things that a teacher does for each student at the start of the school year. This will ensure that everything is easily taken care of if a student joins the classroom mid year. If everything is kept together in a “kit”, it will simply be a matter of adding the students name and number to each item. If a new student does not transfer into the classroom, the supplies would not go to waste as they could be reused for future years. If a grade level were consistent about their supplies and classroom activities, one New Hire Kit would work for several teachers.

New Student Process



ROLES AND RESPONSIBILITIES

The New Hire Process will require the following roles and responsibilities:

- **Process Owner** – Process owner updates documentations, provides training, facilitates communication and manages feedback.
- **Principal** – Principal supports Process Owner through staff communication.
- **District Network Administrator** – Network Administrator sets up email distribution lists and manages adds/deletes due to staff changes. Please note: If this person or role is not available, Process Owner can set up local email distribution list. This is not ideal as local distribution lists all need updated and can become outdated.
- **Attendance Clerk** – Attendance Clerk sends template email regarding new student.
- **Teacher** – Teacher manages New Student Kit and reacts to email regarding new student.
- **Computer Teacher, Librarian, Lunch Aide, Music Teacher and/or other staff members that require notification of new student** – React to email regarding new student.

MATERIALS AND RESOURCES

The New Hire Process will require the following supplies/resources:

- Computer
- Email distribution list
- New Student Information Form
- Staff training and support
- Zoomerang™ account (optional)

The New Hire Kit could contain the following (which would change based on the district, school and grade level requirements):

- Desk
- Chair
- Cubby
- Mailbox
- Nametag (s) – Desk tag, job chart, lunch count, etc.
- Pencil box
- Crayons
- Markers
- Colored pencils
- Water color paint
- Pencil
- Eraser
- Scissors
- Elmer's glue
- Glue stick
- Ruler

- Folder (s)
- Notebook (s)
- Text books
- Registration information – Provided by office staff; usually includes registration card, Internet contract, emergency contact forms, etc.
- Parent/guardian letter – Copies of all the letters that are sent to parents/guardians at the start of the school year.
- Healthy snack – Although students will likely be required to bring their own snack, providing something on the first day will make the student feel more comfortable.
- Backpack (Optional but incredibly kind in a low socioeconomic area).

Depending on your district/school site, the budget for supplies will vary. If the school provides supplies, a set could be put aside for the New Student Kit. If parents/guardians provide supplies, the teacher might consider putting these items on a “wish list” for current parents. Most likely, the parent community would understand the desire to make the first day at a new school easier on a child. In both of these cases, it may take some time to acquire all the materials necessary for a complete New Student Kit.

SAMPLE FORMS

Sample New Student Information Form and New Student Checklist Form are as follows:

NEW STUDENT INFORMATION FORM

Please email the completed form to cumberlandnewstudent@sesd.org

Requested Applications*	<input type="checkbox"/> New Student Kit <input type="checkbox"/> Computer login <input type="checkbox"/> Access to Accelerated Reader (AR) <input type="checkbox"/> Library access <input type="checkbox"/> Lunch card
First Name*	
Last Name*	
Date of Birth	
Street Address	
Home Telephone	
Mother's Name	
Father's Name	
Guardian's Name	
Previous School	
Previous District	
Previous Teacher	
Important Information	

*Required Fields

NEW STUDENT KIT FORM

School	
Grade	
Teacher	
Student	

Supplies Checklist:

- Desk
- Chair
- Cubby
- Mailbox
- Nametag
- Pencil box
- Crayons
- Markers
- Colored pencils
- Water color paint
- Pencil
- Eraser
- Scissors
- Elmer's glue
- Glue stick
- Ruler
- Folder (s)
- Notebook (s)
- Text books
- Registration Packet
- Parent/guardian letter
- Healthy snack
- Backpack (optional)
- Notes/Other:

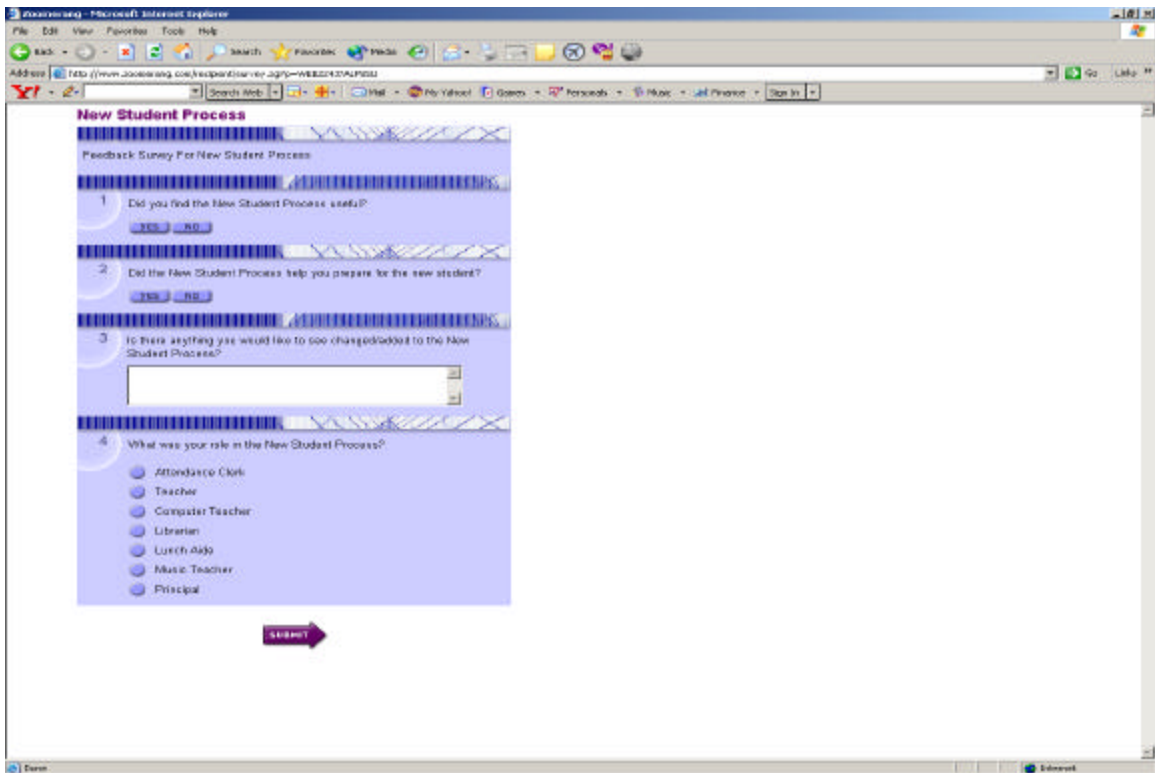
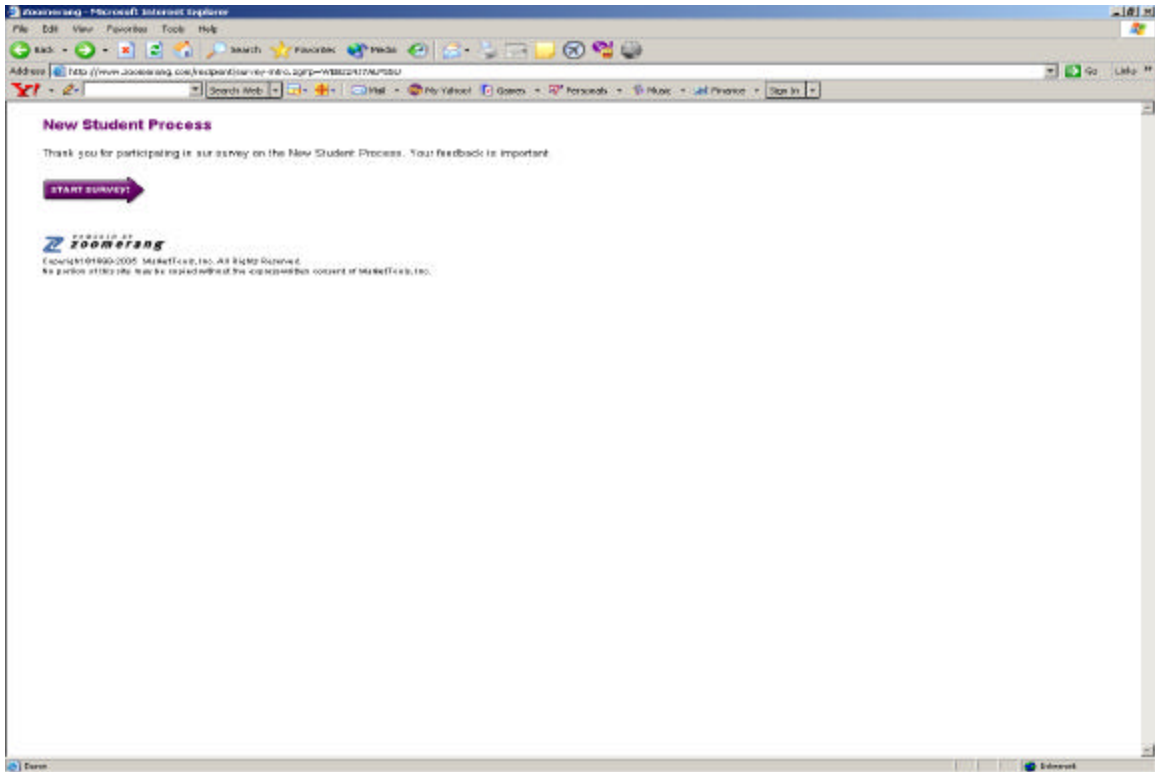
PLAN FOR EVALUATION

As with any process, a feedback loop must be created to ensure the New Student Process is working. The Process Owner also owns the evaluation portion of the process. Depending on the number of new students, the Process Owner should send a feedback form after each new student or at given points during throughout the year (i.e. every grading period). The feedback form could either be via a survey site (ideal), email, or hard copy. The feedback should be considered and changes made to the New Student Process accordingly. Sample survey questions could include the following:

- Did you find the New Student Process useful?
- Did the New Student Process help you prepare for the new student?
- Is there anything you would like to see changed/added to the New Student Process?
- What is your role in the New Student Process?
 - Attendance Clerk
 - Teacher
 - Computer Teacher
 - Librarian
 - Lunch Aide
 - Music Teacher
 - Principal
 - Student
- What did you like/dislike about the New Student Kit? (This is for the student and would only be applicable for secondary, middle school or high school).

If it is available at your district or school, [Zoomerang](http://www.zoomerang.com/web/signup/Basic.aspx)™ is an excellent online survey software. It is an easy to use, Internet-based survey tool allowing you to design and send surveys and analyze the results in real time. Free accounts with limited survey capabilities are available at <http://www.zoomerang.com/web/signup/Basic.aspx>.

A sample Zoomerang™ survey is as follows:



ACKNOWLEDGEMENTS

Thank you to the following people for helping me during my IISME fellowship and with my Educational Transfer Plan (ETP):

- Marty Neese – A good friend who introduced me to IISME and EVP of Project Management for Solectron.
- Michele Regan – My Solectron mentor and Manager of Events Planning and Training.
- Sumiko Yuan – A former member of the Sales Transformation team at Solectron.
- Terry Dunn – My editor and IISME mentor.
- IISME Fellows – For reviewing my ETP and sharing lunch/laughs every Monday.