

**Dear Guest Paraeducator:**

**Name of Regular Paraeducator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Welcome! We hope you will have a pleasant and productive day. This form has been developed to help us make the day as positive for both you and the students, as well as help provide a pleasant return for the regular paraeducator.

**PARAEDUCATOR OBLIGATIONS:**

- \_\_\_\_\_ a. Read our school rules/procedures
- \_\_\_\_\_ b. Follow the work schedule and daily duties as extensively as possible.
- \_\_\_\_\_ c. Leave work station in neat and orderly condition.
- \_\_\_\_\_ d. Write comments on day's progress.
- \_\_\_\_\_ e. Check out with secretary in the office.

**TO BE COMPLETED BY GUEST PARAEDUCATOR:**

Were the following available to you in sufficient detail?

Duty Descriptions	Yes _____ No _____	School Schedule	Yes _____ No _____
Work Schedule	Yes _____ No _____	Work Materials	Yes _____ No _____
School Map	Yes _____ No _____	Help from Staff (As Needed)	Yes _____ No _____

Please indicate any concerns/information to share with the regular paraeducator.

**Time/Period 1**

\_\_\_\_\_  
\_\_\_\_\_

**Time/Period 2**

\_\_\_\_\_  
\_\_\_\_\_

**Time/Period 3**

\_\_\_\_\_  
\_\_\_\_\_

**Time/Period 4**

\_\_\_\_\_  
\_\_\_\_\_

**Time/Period 5**

\_\_\_\_\_  
\_\_\_\_\_

**Time/Period 6**

\_\_\_\_\_  
\_\_\_\_\_

(Use the back of this form for additional comments)

\_\_\_\_\_  
Signature of Guest Paraeducator

*When complete, please return this form to the school office.*