



# Elementary Student Onboarding Tip Sheet

It will be a challenge to ensure the same high-quality, positive experience as an in-person onboarding experience would provide. With new students enrolling in schools, and schools in an unprecedented state of operation, this tip sheet is intended to help schools prepare and provide the necessary information for families as they embark on this new adventure.

## Transportation

- Provide Bus Information (Number, Driver Information, PPE Requirements)
- Share Parent Drop Off and Pick Up Procedures for Car Riders
- Share Procedures for Students Who Walk to School

## Food and Nutrition

- Share Payment Procedures
- Provide Free/Reduced Lunch Applications
- Provide Access to Menus
- Share Visitor Procedures/Allowance for Outside Food
- Discuss Seating Arrangement and Assistance/Supervision Available
- Share Cafeteria Manager Contact Information
- Provide Information Regarding Access to Drinking Water

## Academics

- Provide School Supply Lists
- Discuss Student Fees Including Textbook Rental and Payment Methods
- Provide an Overview of a Typical Student Schedule
- Provide Information on School Incentive Programs or Positive Behavior Systems
- Share How Student Performance will be Communicated to Families

## Visitors

- Address Visitation Policies - Including Necessary PPE Requirements
- Provide Background Check Forms

## Health and Wellness

- Share Available Social-Emotional Support Information
- Provide Information Regarding Medication Disbursement
- Discuss Availability of Personal Care Items Such as Hand Sanitizer and Tissues
- Provide Information Regarding Identifying and Reporting Illness
- Conduct 504 Plan Reviews, Screening, and Eligibility

## Child Care and Extra-Curriculars

- Provide Information Regarding Extra-Curricular Offerings
- Provide Information Regarding Before and After School Care Programs
- Communicate Transportation Protocols for Before/After School Activities
- Provide Information Regarding Tutoring Opportunities