

Lead Instructor Training

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Training

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Material Creation

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Guide for Creating Student Notes

This is a guide to standardize the process of creating and reading notes for students and Parents. It is not necessary to put superfluous information into this guide, and it is important to focus on being succinct and direct. The goal is to quickly and easily provide all staff with the relevant information to do their job.

Student Page:

Example Student

Student Information	
First Name	Ariel
Last Name	Horwitz
Enrollment Status	Enrolled
Gender	Male
Grade	12
School Year	24-25
Date of Birth	5/22/2007
School	
Teacher	
Description	Prepare for the SAT, needs instructor to check in on them.
School subject matter	Geometry, New Trier
Account	Billy Horwitz
Consent to Media Release	Media Release Form
Consent to Contact Teacher	Teacher Consent Form
Consent to Leave Unescorted	Leave Unescorted Consent Form
Scholarship	
Medical Information	Allergy to Peanuts
Student Notes	👤 Important Identifying info 👤 who they should sit with and where 📅 school and class they are taking 📖 How to work with the students to ensure success 🍌
Notes from Center Director	His binder is split into SAT and Mathnasium Material

Description: Notes for LI + and sensitive topics

- How LIs and CDs should check in / guide student / instructor during the session.
- Unusual learning plan information
- Student Goals based on input form Parents, Mathnasium, and students.

School Subject Matter: Include Academic year, class name, curriculum provider, and link,

Medical Information: Learning Disabilities and Allergies. This information is shared with anyone that accesses the Digital Workout Plan 2.0 so do not include sensitive information in here and instead place it in the Description of the student.

Notes From CD: Rules of engagement for the student hour

- Specific Binder instructions, Material to use during the hour

Student Notes: Information that everyone should know about the student

- Preferred pronouns and other important notes ☐☐Important Identifying info☐☐
- Seating instructions ☐☐who they should sit with and where☐☐
 - Specific instructor, or room
 - Great Foundations, normal, or higher level math
- Class they are in ☐☐school and class they are taking☐☐
- General behavioral patterns and best practices ☐☐How to work with the students to ensure success ☐☐

Formatting Student Notes:

☐☐Important Identifying info☐☐ ☐☐who they should sit with and where☐☐ ☐☐school and class they are taking☐☐ ☐☐How to work with the students to ensure success ☐☐

It is best to be as concise as possible when making notes and indeed some students may have few or no sections of notes. The goal of this format is to quickly get necessary information to the instructors in a standardized format that is easy to read.

Why Should I Copy this text directly? (and extra characters)

This format uses unicode characters (including unicode characters to create extra spacing) that I recommend to copy paste directly into student notes since Radius will automatically remove other formatting attempts. The goal of this format is to give visual indicators to instructors about where to find necessary information about working with students, If no extra information is needed it is not necessary to include this formatting and at this time it is not necessary for the other categories.

Extra characters to use: ☐☐ ☐☐ All characters found by googling Unicode Symbol + "Desired symbol"