

# **HOW TO FILL OUT WEEKLY TEACHER ASSIGNMENT FORMS**

Have an email account

Always email assignments to [raineyc@k12tn.net](mailto:raineyc@k12tn.net) & [djohnson3@k12tn.net](mailto:djohnson3@k12tn.net),

Use the new form found on [obioncountyschools.com](http://obioncountyschools.com)

Middle column - under alternative school icon

Type on this form or print a hardcopy to fill out.

**SEND TO ALTERNATIVE SCHOOL BY FRIDAY AFTERNOONS 3:00 P.M. WEEKLY!!!!!!**

Please fill out a daily assignment as close as possible to what is occurring in your classrooms.

Please fill out student's last name, subject, and your name in the appropriate spaces & DATES

One assignment sheet per subject – we will copy for additional students.

## **SENDING WEEKLY ASSIGNMENT SHEETS**

Email as an attachment to Rainey & Johnson - We will email confirmation on electronic mail.

(Some can not do attachments yet because of computer program problems and Jason is addressing this.)

Fax a hard copy or send by bus

**If you say you'll send worksheets and test, please remember, too!!!!**

\*\*\*\*\*We keep teacher assignments sheets for the state\*\*\*\*\*

## **CORRECTIONS AND MAKEUP ASSIGNMENTS**

Daily assignments will be done first, corrections second, the makeup work last.

All principals system wide have approved this procedure.

## **ADDITIONAL ASSIGNMENTS**

Additional assignments will be necessary when your classroom assignments can not be followed appropriately at alternative school or if the student is getting ahead of your classroom assignments, such as: book reports on relevant classroom material, make crossword puzzle of definitions, make flash cards of definitions, re-read the assignment, if you can not read the student's handwriting make them redo the entire assignment, etc.

**MATERIALS WILL BE TRANSPORTED BY SCHOOL PERSONNEL,**  
**NEVER BY THE STUDENTS.**

**SENDING ADDITIONAL BOOKS, VIDEOS, AND/OR WORKSHEETS BY BUS**

**WE RETURN ASSIGNMENTS DAILY**