



Dear Outdoor Education Teachers/Coordinators,

Changes for 2017-18—read below! Happy New School Year!

It is our pleasure to have you attend Foothill Horizons Outdoor School with your students. We look forward to seeing you again or meeting you and making memories with you and your group.

All Forms—Available on-line & google!

Print and distribute forms whenever you want! In an effort to conserve paper and reduce your waiting time, all forms will be accessed on our teacher web page:

<http://www.foothillhorizons.com/teachers.html>

Google: A google link will be emailed to you as well, including teachers forms.

For more information please see Teacher Planning Sheet.

No student paperwork will come in the mail, print what you need when you need it from www.foothillhorizons.com

School Roster:

We listened to your comments and frustrations, and this year, student names are listed LAST NAME, FIRST NAME in the School Roster. Now you can copy and paste from your school database!

Parent Shadows:

We welcome Parent Shadows for students with severe health concerns and some behavioral concerns, as we are no longer requiring districts to send nurses with students with severe health concerns. For more information please see: Planning for Students with Accommodations on our teacher website.

School presentations:

Contact Jess if you would like to schedule a school presentation for schools that are new to our program, have many new teachers, or would like extra support encouraging students to attend.

For teacher materials please see Early Planning, enclosed.

Thank you for all you do to support and educate our students and our community! We are here to support you through this change process, please let us know how we can best assist you.

Jessica Hewitt, Principal jhewitt@stancoe.org *Advance planning, schedules, special accommodations*
Diann Rastetter, Assistant Director drastetter@stancoe.org *Counselors, internship program*
Shay Kaye, Administrative Assistant, skaye@stancoe.org *Student forms, group lists*

Open house dates: Sept.9, 2017; Apr. 7, 2018 Hours: 10 a.m. – 2 p.m.
Teacher Network & Training: Sept. TBA @ 4 pm Modesto

Steps for Paperwork—What is this digital stuff??

Don't panic, we will support you, as we here at Outdoor Ed. enter the digital age with you. Please call, email, send a letter and let us know how we can help you with this change.

Shay Kaye, skaye@stancoe.org 532-6673

Why??? In the past, we have always guessed at the number of forms each school needed in Spanish or English. The result was many wasted forms and resources. In the past teachers have had to wait for lost or late packets of paperwork. This new process allows teachers to download and print exactly the number of needed forms whenever they want.

STUDENT FORMS

1. Go to www.foothillhorizons.com, click on “teacher” in the top brown bark bar
2. Click on “before you arrive”
3. You should now see links to all the paperwork you need!

**Use Current Official
Foothill forms only!
Using old or district
forms will result in extra
work for everyone!**

Please print on both sides of the paper!

- a. Ask your students how many will need forms in Spanish, and then English
- b. Print the following for each child in English or Spanish:
 - i. PARENT INFORMATION W/PACKING LIST
 - ii. STUDENT HEALTH FORM
- c. Print ADMINISTRATION OF MEDICATION forms as needed—you can have children raise their hands if they take medication on a weekly basis

Hint: use Google translate if you need to translate a form

4. Distribute and collect printed forms as before. Route mail (#901) them to Foothill a week before your due date #901 See Planning Sheet for Teachers, (enclosed) for your due date.

SCHOOL ROSTER (FOR ALL CLASSES PLEASE)

1. Download the School Roster (formerly the Class List). It is an excel document to enter in the names of all students attending from your school and other information

The following instruction are in the Excel Workbook

2. Save this file under a new name (school name) (e.g., Lincoln School)
3. Click on the Student Roster tab at the bottom of the worksheet.
4. Enter your name and contact information at the top of the sheet
5. Enter the:
 - a. full name of each student
 - b. gender (M or F) for each student
 - c. teacher's name
 - d. comments
6. Send the file to another teacher at your school to add their information
7. When you are finished:
 - a. Email the file to Shay Kaye - skaye@stancoe.org
 - b. Email the file to your school office, so they can fill out the Meal Status column on the Student Roster. Instructions are included for those folks too!

A google link will also be emailed to you with all your forms as well.

Questions contact: Shay Kaye, skaye@stancoe.org 209-532-6673