

Staff Report

(For Office Use Only)

Today's Date: _____ Class Location: _____

1. Did you refuse entry to any participant or did any participant choose to leave before sign in? No Yes

If yes, name of participant: _____

Reason: Late No fee or card Name not on roster Suspect alcohol/drug Other

Comment: _____

2. Once class began, did you tell any participant to leave or did any participant choose to leave? No Yes

If yes, name of participant: _____

Reason: Sleeping Disruption Suspect Alcohol/Drug Left on Own Accord Other

Comment: _____

3. Is there a participant you do not want to return without speaking to staff *for disciplinary reasons* – even if you did not tell him? No Yes

If yes, name of participant: _____

4. Did any participant give you paperwork? (*Do not include fee review proof.*) No Yes

Name of participant: _____

5. Did you take a "bad condition" fee card and exchange it for a new one? No Yes

Name of participant: _____

6. Did any participant purchase a fee card? No Yes

Name: _____ Amount collected for fee card: _____ Fee: _____

Name: _____ Amount collected for fee card: _____ Fee: _____

7. Other than purchasing a fee card, did any participant give you money, over and above their class fee? No Yes

Name of participant: _____ Amount: \$ _____

8. Did you set a fee review for any participant? No Yes

Name of participant: _____

Review Requirements and then set appointment:

Requirements - Inform Participant that he must:

- Bring his card or there will be a \$2 charge for a new card. Be on time for the fee review to take place.
 Bring bills to pay in exact amount if new fee. Bring paperwork to be left with staff to confirm income.
- Copy of a current pay stub **or** W2 form **or** a letter from employer showing hourly wage
 - Copy of Unemployment / Public Assistance verification
 - Supporting letter about your financial status which cannot be from you, your current or former partner. Must include name, address and phone number of writer as well as their relationship to you.

Set Appt - Location: _____ Date: _____ Time: _____

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9. Did either Instructor conduct a fee review? No Yes

Name of participant: _____ New Fee: \$ _____

10. Did you give out any last class letters? No Yes

Name of participant/s: _____

11. Did you inform class of any new policy and/or class cancellation? No Yes

Specify: _____

12. Did anything out of the ordinary occur before, during or after class? No Yes

For example: class started after or ended before scheduled time and if so, how long was class held; problems with location (access, had to change rooms, temperature, cleanliness, etc.); problems with the parking area (lighting, available space, security, etc.); Two instructors not present for full 2 hours (scheduled to teach alone, illness, emergency, arrived late, etc.).

Comments: _____

Calling or Faxing Attendance Instructions

Instructors are responsible to **phone or fax** the roster, information on the staff report and fee reviews **before 9:00 am the next day.**

From Rockland or Westchester sessions, call 845 634-5729 x310. From Orange County sessions, call 845 565-1234. The fax # is 845 634-7839.

The procedure for calling in a roster and staff report is as follows:

1. Say your name, day, date, class location **and co-instructors, auditors or guests names.**
2. Read each participant's first name and last name or initial followed by either "present" or "absent".
3. Say, "staff report," and indicate the question number/s to which the answer/s are "yes". If an answer to any item is yes, please give as much detail as possible. *Please call in the next business day in every instance that you would like a supervisor to speak to a participant before he may return to class.*

If an instructor wishes to speak to a supervisor about any other issue, please indicate that in the message. Instructor will then be called early the next business day. If an instructor wishes to speak to a supervisor before then, the instructor is free to do so immediately. Use the phone list and call a supervisor at home.

Instructor's Signature: _____ Time In/Out: _____

Instructor's Signature: _____ Time In/Out: _____

Interpreter's Signature: _____ Time In/Out: _____

Auditor's Signature: _____ Time In/Out: _____