

Orientation Tracking Sheet

Being accountable for your efforts is a key to success in life and to progressing effectively at Telos. This sheet is designed to practice obtaining being accountable and prepare you for getting feedback from your staff.

Directions:

Your goal is to check in with each of your staff/teachers after every class period and receive a signature promptly and then report back at the end of the day with a record that you have done so.

At the end of each class period, ask your instructor to sign this sheet and then turn it into your residential supervisor at the end of school. Keep your sheet with you at all possible times. If you need to set it down, make sure it is in a safe place where you will remember to retrieve it.

Student Name: _____ **Today's Date:** _____

SCHOOL PERIOD & CLASS	TEACHER	SIGNATURE	NOTES
Example: (Per 6) US History	<i>*You write the name of your instructor during this class. If there is a substitute, write their name.</i>	<i>*This is where your teacher signs or initials your sheet</i>	<i>*This is where your teacher or staff can include any comments</i>
(AM) Wake up to School	AM STAFF		
Per 1:			
Per 2:			
Per 3:			
Per 4:			
Per 5:			
Lunch and Flex			
Per 7:			
Per 8:			

***In order to complete this orientation successfully, you MUST receive a signature **immediately** as the class concludes. If you miss a signature, please continue getting the rest but then you will have to try again another day to complete this task.*

What do I do if...

I have PE Class?	I am taken for Therapy by my therapist?
You will still need to receive a signature from a coach, but it will need to go for two periods rather than one. At the end of your workout, approach your PE coach and ask for a signature. It might be helpful to ask your coach to hold onto your sheet at the beginning of class so you do not lose it during your workout. Make sure and get your signature before you start your next class.	You need to have your therapist check you out of school and then sign for the classes you miss while you are attending session. If your therapist checks you back into another class, then your teachers can resume signing your sheet.
I am pulled for a Med Run or Doctor's appointment?	I am sick?
Have your staff who takes you for your appointment sign for the periods you missed while you were gone.	Have your residential staff sign for each period you are ill and under their supervision.