



ORIENTATION TASK LIST

<u>Task</u>	<u>Staff</u>	<u>Chk'd</u>
<i>Notebook issued (contains 1 additional .25 credit class, optional, Keyboarding credit)</i>	<i>Donna</i>	
<i>Time clock account setup & rules; receive locker & cubby</i>	<i>Donna</i>	
<i>Computer workstation location</i>	<i>Donna</i>	
<i>Transcript (request a printed copy from the registrar, Donna)</i>	<i>Donna</i>	
<i>Explanation of the School Grounds & Class Work Ethics</i>	<i>Donna</i>	
<i>Multiple Intelligences Assessment (complete & review); Enneagram Assessment (complete & review)</i>	<i>Donna</i>	
<i>Counseling Intro; Review Personal Goals</i>	<i>Mark</i>	
<i>Computer access and Internet policy (login & password received)</i>	<i>Mark</i>	
<i>Examine School Website "www.careertech.us". Print copy of school calendar; find school phone # to record for use.</i>	<i>Donna</i>	
<i>Read and Review "Bloom's Taxonomy" w/ short activity</i>	<i>John Mlynarczyk</i>	
<i>Write first essay for English teacher</i>	<i>John Sollers</i>	
<i>Apex introduction (class assignment)</i>	<i>Jan</i>	
<i>Cornell Note Taking</i>	<i>Joel</i>	
<i>Music Orientation</i>	<i>Matt</i>	
<i>Career Tech Curriculum Matrix (updated from transcript)</i>	<i>Donna</i>	
<i>Complete Class Schedule</i>	<i>Donna</i>	