

## **School Contact Responsibilities (sometimes referred to as Site Coordinator)**

1. Register students directly with TVS or through TxVSN
2. Wait for a response from TVS ESC Collaborative, which will provide login information for both students and liaisons
3. For technical assistance, you may call 1-800-992-9397

### **Liaison with Teacher:**

1. Initiate contact with online teacher during the first week of the course session. You will probably hear from the teacher first.
2. Fill in information found on the Student/Liaison Information Sheet and sent to the instructor as an attachment via email or inside the course messaging communication area.
3. Prepare to respond to teacher's questions within 24 hours. When email is sent to you from the teacher or TVS Administrator a simple "Got it" reply will let both parties know that correspondence has been sent and received. (Extremely important)
4. Set up proctored tests/dates/locations
5. Send in test proctor forms to TVS Administrator (Fax: 713-939-7720) This is a state requirement.
6. Send in Science Lab Release forms (Fax: 713-939-7720) Also a state requirement
7. Prepare to find a substitute liaison when away for a week or more
8. Maintain appropriate security measures;
  - a. Phone conference with teachers in your presence
  - b. Secure email carbon copied (cc) to all members of the Triad (student, teacher, liaison)
  - c. Secure grade transfers through TVS
  - d. Address immediately inappropriate online behavior (i.e. Discussion boards, messages) as set forth in the TVS Policies Manual)
9. Notify teachers of extenuating circumstances centered around a student (i.e. absences, illness)
10. Notify teacher, TVS, and TxVSN (when applicable) when student withdraws from course
11. Notify teacher when a proctored exam has been taken under supervision
12. Notify teacher when school mandated reports are due in advance of due date (i.e. Progress reports, grades)
13. Get local help when there are issues centered around technology on the local level

### **Liaison with Student**

1. Give student access information to course (i.e passwords, and username)
2. Make sure student can successfully login to the course
3. Make sure a student's computer is technically set up for the course
4. Arrange to meet a minimum once weekly at a specified time with student to discuss course progression and issues
5. Keep student's parents informed of progress
6. Arrange with student time and place for proctored tests...provide student with test's password