

School Contact Responsibilities....

Liaison as an Administrator:

1. **Go** to **Student Registration** page on the TVS web site. **Download** and **print** the **student contract** and appropriate **TVS student registration forms**. (<http://www.texasvirtualschool.org>)
2. **Meet** with students and their parents. **Complete** all necessary forms. Have students/parents **sign** these (student contract).
3. **FAX** forms to TVS administrator. (**FAX: 713-462-6827**)
4. **Discuss** the following general issues with both parents and students:
 - o Time Management
 - o Task Orientation
 - o Technical Needs and Skills
 - o Internet Access
5. **Wait** for response from TVS, which will provide technical assistance if student cannot login to the course for student registration verification. You may call us for help: **1-800-992-9397**.

Liaison with Teacher:

1. **Initiate** contact with online teacher during first week of course. You will probably hear from your students' teachers first.
2. **Fill** in the information found on **Student/Liaison Information Sheet** and **send** to instructor as an attachment via email.
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 message will let both parties know that correspondence has been sent and received. **[Extremely important]**
4. **Set up** proctored tests/dates/locations.
5. **Prepare** to find a substitute liaison when away for a week or more.
6. **Maintain** appropriate security measures:
 - o Phone conferences with teachers in your presence
 - o Secure email carbon copied (cc) to all members of the Triad
 - o Secure grade transfers through TVS
 - o Address immediately inappropriate online behavior (i.e. email, discussion board, chat, etc.) as set forth in the TVS guidelines and student contract
7. **Notify** teachers of extenuating circumstances of student (i.e. absences, illness, etc.).
8. **Notify** teacher and TVS of student withdrawal from course.
9. **Notify** the teacher when a proctored exam has been taken under supervision.
10. **Notify** the teacher when school mandated reports (i.e. Progress Reports or Grade Reports) are due.

Liaison with Student:

1. **Give** student access information to course (i.e. password, username, etc.) once received from the TVS administrator.
2. **Make sure** student can successfully login and the computer is technically set up for course (if not locate campus technical assistance, if this fails contact TVS).
3. **Arrange** to meet at a minimum once weekly at a specified time with student to discuss course progression and issues.
4. **Keep** parents informed of student progress as needed.

Arrange for proctoring of tests and exams when required. [Forward this schedule to the teacher before administrating proctored tests and exams.]