

Checklist for Starting Check-in Check-out with a Student

Name of Student: _____

Date: _____

At least one day prior to beginning CICO with a student:

- Explain CICO to parents and obtain their written consent. Tell them when the program will begin.
- Talk to the student's teachers (and other staff who will be involved with the program) and tell them the start date, review the card, answer any questions.*
- Talk with the student about CICO and briefly explain the program. The CICO coordinator will give a full explanation at the first Check In. Tell the student when the program will start and that the student's teachers and parents know about it. Say something like, "This program is designed to help you do better in school. Each morning and afternoon you will meet briefly with _____. Several times throughout the day your teachers will talk to you about how the day is going. To make sure this happens, you will carry a check in card that your parents and _____ will review with you."
- Arrange logistics:
 - Getting to and from Check In on the first day: Who will make sure that the student gets to the coordinator's room at the designated time? Does the student need an escort to class afterwards?
 - Will the student be able to get to Check In and Check Out independently after the first day? If not, who will be responsible?

**List student's teachers here if there are several you need to talk to:*