

SIS Member File Format

(that are ready for audit)

I. Enrollment Paperwork (in the following order)

- 1 - Enrollment Checklist
- 2 - Corporation Enrollment Form
 - Part 1 and 2: student fills out
 - Part 3: Campus Partner/Compact fills out and signs (only for enrollments before 7/15/2009)
- 3 - Member Agreement Authorization form
- 4 - All other forms in no order
 - Copy of ID
 - Sex Offender Registry Check
 - Online Pre-Service Reflection Questionnaire
 - Criminal Record Check Verification or Authorization Form
 - Other miscellaneous enrollment paperwork
- 5 - Site Agreements (all) Rationale being that it is easier to check signatures on site agreements against signatures on time logs)

IIa. Time Logs

1 - Time Logs can either be in order of date with all time logs from different sites together or you can have the different time logs separated and in order of date. Which ever is easier for your organization style.

IIb. Mid-Term Site Supervisor Evaluation (for 900 hr members only)

Once member has exited the program, please staple Mid-Term Site Supervisor Evaluation with exit paperwork below.

**This evaluation should be completed at approximately 450 hrs through the member's service.

III. Exit Paperwork

- 1 - Exit Checklist
- 2 - Corporation Exit Form
 - Part 1: Member fills out and signs (be cognizant of the address)
 - Part 2: Campus Partner/Compact fills out and signs (only for members exited before 7/15/2009)
- 3 - End-of Term Site Supervisor Evaluation (hard copy)
- 4 - Member Evaluation Verification Sheet

A completed file should have 3 stapled sections (enrollment forms, time logs, and exit forms) in the above order. When a section of a file is complete, staple it together. When a section is on-going (time logs), use a paperclip.