ROP PAPERWORK FLOW CHART

ROP STUDENTS

- Student Admission Form
- Registration Permit
- Attendance
- Grades
- Completer/Leaver & Follow-Up
- Certificates

ROP INSTRUCTORS

- Community Contact Hours *(Direct Pay - submit to assigned Coordinator)*
- Pre-Planner
- Time Sheets
- Mileage Forms
- End-of-the-Year Summary & Check Out

COMMUNITY CLASSROOM

- Joint Venture Agreements
- Registration Permits
- Community Classroom Permit/Training Plan
- Coop Vocational Education Training Agreements
- Tri-Weekly Reports

CAREER TECHS

- Pre-Planner
- Time Sheets
- Mileage Forms
- End-of-the-Year Summary & Check Out

CAE CENTRAL OFFICE