



# Mountain Education Charter High School

## Student Services Department TRAINING AGENDA/DOCUMENTATION

Region: \_\_\_\_\_ Site: \_\_\_\_\_

Name of Trainer: \_\_\_\_\_

Name of Trainee: \_\_\_\_\_

### AGENDA

- MECHS Student Services Department Orientation
- Job Specific Training
- Job Description
- Technology
  - Infinite Campus
  - onTrack
  - LiveBinder

	Date	Time In-Time Out	Total Time
Site Orientation			
Department Orientation/Training			
Job Shadowing			
Follow-Up			
			<b>Total:</b>

Signature of Trainer: \_\_\_\_\_

Signature of Trainee: \_\_\_\_\_