

Personalized Program Plan

Provisional/Short Term Intern Permit

Advisement—Completed at point of Hire—Employee Number & LAUSD Email to be completed when available
Initial Advisement at time of hire: All teachers hired on a provisional basis need to complete the conditions of hire listed below by the agreed upon timeline. Failure to complete the required actions could lead to a potential inability to renew the state permit and/or loss of your job.

Date: _____

Name: _____ **Employee Number:** _____

Email Address: _____ **LAUSD Email Address:** _____

School: _____ **Administrator:** _____

Provisional Permit: PIP **STSP:** **Month Issued:** **Yr. Issued: 20**

Early Childhood Special Education: STSP

Completed	Action	Due Date
<input type="checkbox"/>	Attend LAUSD New Teacher Orientation including Provisional Teachers session	
<input type="checkbox"/>	Attend Provisional Teacher Information session	
<input type="checkbox"/>	Attend Mid-Program Check-In	
<input type="checkbox"/>	End of Program Culminating Meeting	
<input type="checkbox"/>	Create and Update New Teacher Profile: http://bit.ly/2Lct691	
<input type="checkbox"/>	Work with LAUSD assigned Mentor	
<input type="checkbox"/>	Monitor LAUSD email & respond to all LAUSD requests for information in a timely manner	

Enter credential target information at point of hire—(completion data added throughout the year)

Multiple Subject

Single Subject **Specific Subject Area:** _____

Education Specialist Area of Authorization: Mild/Moderate Moderate/Severe DHH VI Other

Mark if Completed	Action—required CSET Test sections to be checked at point of hire Evidence of CSET Completion (part or whole) to be submitted to epk9958@lausd.net (results forwarded by email accepted)	Registration Date	Class Date	Location
<input type="checkbox"/>	CSET Prep Class 1 (optional):			
<input type="checkbox"/>	CSET Prep Class 2 (optional):			
<input type="checkbox"/>	CSET Prep Class 3 (optional):			
<input type="checkbox"/>	CSET Prep Class 4 (optional):			

Enter the last date to take CSET for current year results here: _____

CSET Test 1:	CSET Test 2:	CSET Test 3:	CSET Test 4:
Passed	Passed	Passed	Passed
Awaiting Results	Awaiting Results	Awaiting Results	Will register for
Anticipated Test Date:	Anticipated Test Date:	Anticipated Test Date:	Anticipated Test Date:

Next Steps

<input type="checkbox"/>	Intern Program application due dates:
<input type="checkbox"/>	Intern Program:
<input type="checkbox"/>	Apply to Enter Intern Program:
<input type="checkbox"/>	Accepted/Program Begins:
<input type="checkbox"/>	Complete University or District Intern Personalized Program Plan