**Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County**

**Documentation for Employees, Interns and AmeriCorps/VISTA Members**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Name*** | ***Position*** | ***Background Check Date*** | ***Start Date*** | ***Local CIS Orientation Date*** | ***CISU Orientation******Date Complete & Required Documents\* Signed*** | ***CISU Learning Pathway Date Complete*** | ***CISDM Training*** | ***Other Training*** | ***Date of Last Performance Review*** | ***In-person Attendance CISNC events Date(s)*** | ***Virtual attendance National offerings*** | ***Receipt of Update from National CIS*** |
| Employee #1 Name | Student Support Specialist | See Verification Record | 8/25/16 | 8/10/16 |  |  |  |  |  |  |  |  |
|  |  | See Verification Record |  |  |  |  |  |  |  |  |  |  |
|  |  | See Verification Record |  |  |  |  |  |  |  |  |  |  |
|  |  | See Verification Record |  |  |  |  |  |  |  |  |  |  |
|  |  | See Verification Record |  |  |  |  |  |  |  |  |  |  |
|  |  | See Verification Record |  |  |  |  |  |  |  |  |  |  |

*\* Confidentiality Agreement, Conflict of Interest Policy, Code of Conduct for Interaction with Students and confirm receipt of Personnel and Financial Management Policies*