

# Document List

## CLASS A EVOC



<b>FIRST DAY</b>	
<b>Textbook Tracking Form</b>	document what textbooks were assigned, the date, and a student initial
<b>Course Contact Information</b>	obtain emails, mobile phone numbers, and station contacts for each student
<b>Driver's License Photocopy</b>	each student; verify age, expiration, non-provisional
<b>Motor Vehicle Records</b>	request each student provide a non-certified copy by the start of the 2 <sup>nd</sup> day of class
<b>THROUGHOUT THE CLASS</b>	
<b>Daily Attendance Sheets</b>	sign-in sheets for each session
<b>MCFR Road Driving Behavior Evaluation</b>	each student, keep at least one successful, keep negatives if a pattern or counseling was needed
<b>MCFR Road Driving Behavior Evaluation – Tiller Position</b>	each student, keep at least one successful, keep negatives if a pattern or counseling was needed
<b>Practical Skills Card</b>	each student
<b>Training Status Report (interim)</b>	as needed for individual students
<b>Student Counseling Report</b>	as needed for individual students
<b>FINAL DAY</b>	
<b>Exam Answer Form</b>	Scored scantron forms from final exam for each student
<b>Course Evaluations</b>	for each student
<b>Textbook Tracking Form</b>	Document returned textbooks
<b>COURSE CLOSE-OUT</b>	
<b>Course Attendance Summary</b>	ensure session #s are filled in
<b>Course Completion Letter</b>	fill out grades, summary document
<b>Training Status Report (final)</b>	for each student
<b>Verification of Make-up Session</b>	for each student who missed a session and completed a make-up
<b>Instructor Hours Report</b>	document instructor hours for each session using PSTA spreadsheet