



Six Week Checklist

Send this form six weeks before attendance to

info@ecosinstitute.com

Please allow for holidays and breaks when school is not in session.

School _____	District _____
School Phone _____	Date Attending _____
School Fax _____	Contact's Phone _____
School Principal _____	Title/Position _____
Contact Person _____	Best time to call _____
Contact's Email _____	

How many students will attend?	<input type="text"/>	If known: _____	Boys
How many teachers will attend full time?	_____		Girls
Have you ordered bus transportation?	_____	(At least one teacher for every 25-35 students)	
	_____	Arrival time at ECOS is 11:00 a.m. on the first day.	
<i>Buses should arrive on site on the last day no later than 10:00 a.m. to load and leave by 11:00 a.m. Transportation understands that buses must carry chains during winter weather conditions.</i>			
		_____ YES	_____ NO

Students with Special Needs/Concerns

In order to accommodate a student with special needs/concerns, adequate time for preparation is needed to ensure his/her safety. Special needs or conditions may include: diabetes, seizures, wheelchair, physical or emotional limitations, students in casts, visual/hearing impariment, severe health concerns, etc. Parents of students with special needs should complete a "Release for a Student with a Special Need/Condition." Special concerns may include special diets, especially if food substitution may be necessary, religious celebration conflicts, etc. **For questions concerning special needs students, call the program director at 949 298-3267.** Continue on a separate sheet if necessary.

Student Name	Need / Condition / Concern / Special Diet	Parent Name	Phone Number(s)

Teachers with Special Needs/Concerns

(pregnancy, job share, health concerns, college class conflict, etc.)

Name

Condition / Concern

