

DEER PARK ISD

DAEP



STUDENT ASSIGNMENT INSTRUCTIONS FOR DAEP/ELEMENTARY ISS

SAVE THE STUDENT ASSIGNMENTS FOR DAEP FORM TO YOUR DESKTOP

- Go to the DPISD Home Page and SIGN IN
- Click Select a School CHOOSE Disciplinary Alternative Education Program
- Click the Resources Tab CHOOSE Teacher Resources
- Right click the link FORM_STUDENT ASSIGNMENTS FOR DAEP pdf document
- Select Save Target As save to your desktop
- This creates a PDF desktop document to be used each time assignments are generated. The name of the icon for the document is FORM_STUDENT ASSIGNMENTS FOR DAEP.

ELECTRONIC VERSION

- You will not be able to complete this form and send it without having Adobe Acrobat X Pro on your computer. All DPISD computers should have that if they went through the last update. To check- go to ALL PROGRAMS and see if you have Adobe Acrobat X Pro or a later version.
- Complete the STUDENT ASSIGNMENTS FOR DAEP form filling in the areas highlighted in blue.
- Click the appropriate email button at the bottom of the page – an email window will appear.
- Attach any scanned and/or additional electronic documents before clicking the send button.
- Type the student's name at the end of the subject line on the email before clicking the send button.
- Click the Send button in the email window.
 - *A copy of the email will be saved in your "Sent Items" folder in Outlook.*
- At the very end when you close out of the Form Student Assignments for DAEP, it will ask you if you want to save changes. Do not save the changes. If you do you won't have a blank template form on your desktop for next time.

HARD COPY FOR ATTACHMENTS

- Send any hard copy worksheets or any other materials that you don't have an electronic version of by interschool Mail. Please use the Red DAEP mail bag and address the envelope to the correct teacher. Make sure the student's name is on the materials.
- If you don't have an electronic version of the materials you can always scan, save, and then attach them to the email.
- ALL STUDENT ASSIGNMENT FORMS should be sent electronically so that you and DAEP have auditable records of the assignments.

EMAIL YOUR ASSIGNMENTS TO THE FOLLOWING STAFF MEMBERS ACCORDING TO SUBJECT AND LEVEL

ELEMENTARY

JUNIOR HIGH(CANVAS)

English

Math

Social Studies

Science

HIGH SCHOOL

Business/PE

English /Theatre

Electives (all others)/Foreign Languages

Math

Science/Technology

Social Studies/German

Special Education (JH & HS)

Chris Whatley

David White

Jackie Hogan

Roger Feedback

Yessika Rios

Randy Blair

Mike Skaer

Randy Blair

Bernice Wolf

Melinda Williams

Micah McAdams

Mikki Nugent/Sherri Johnson

COMPUTER LAB/LEVEL 2/Edgenuity

Laura Freeman