



POWER INSTRUCTOR INFORMATION FORM

School Name:	
Class Name:	
Instructor Name:	
Class Location:	
Term Dates:	
Day(s) of Week:	
Time:	
Primary School Contact:	
Name:	
Phone:	
Location in building:	
How to contact in event of emergency:	
Snack Procedures:	
Bathroom Break Policies/Passes:	
Emergency Procedures:	
Where to take students during an emergency:	
Who to contact for assistance:	
Incident documentation:	

Discipline Policies What to do if a student acts out; Appropriate discipline techniques	
Attendance Sheet (attached)	
Special Student Needs Allergies, medications, adaptations required	
Other	