



## Program Director Checklist

- ✓ Select the students you feel would be a good fit for the pilot program / विद्यार्थीहरूलाई चयन गर्नुहोस् जुन तपाईंलाई पाइलट प्रोग्रामको लागि राम्रो फिट हुनेछ जस्तो लाग्छ
- ✓ Designate school liaison and notify CHS of liaisons contact information/availability / स्कूल सम्पर्क नामकरण गर्नुहोस् र सम्पर्क सम्पर्क / उपलब्धता को CHS सूचित गर्नुहोस्
- ✓ Watch the video on [How to Enroll Students](#) / विद्यार्थी कसरी भर्ना गर्ने भिडियोमा हेर्नुहोस्
- ✓ Gather student information so that you can complete the [enrollment spreadsheet](#) / विद्यार्थी जानकारी बटुल्नुहोस् ताकि तपाईं नामांकन स्प्रेडशिट पूरा गर्न सक्नुहुनेछ
- ✓ Complete and submit the enrollment sheet to [studentservices@citizenshighschool.com](mailto:studentservices@citizenshighschool.com) /पूरा गर्नुहोस् र विद्यार्थी भर्ती पत्रांकन पत्रकमा फर्काउनुहोस्
- ✓ Watch the video on [What is a SIS and What is its Purpose](#) / भिडियो SIS के हो र यसको उद्देश्य के हो हेर्नुहोस्
- ✓ Watch the video on [The Role of the Learning Coach](#) / भिडियो सिक्ने कोचको भूमिकामा हेर्नुहोस्
- ✓ Watch the video on [How do I Get Technical Support](#) / म कसरी टेक्निकल सपोर्ट पाउँछु भन्नेमा भिडियो हेर्नुहोस्
- ✓ Watch the video on [How to Monitor Students](#) / विद्यार्थीहरूलाई मोनिटर गर्ने तरिकामा भिडियो हेर्नुहोस्
- ✓ Select which students need to complete the ESOL and Digital Literacy courses/ कुन ESOL र डिजिटल साक्षरता पाठ्यक्रमहरू पूरा गर्न आवश्यक विद्यार्थीहरू छान्नुहोस्

[citizenshighschool.com](http://citizenshighschool.com)

1590 Island Lane, Suite 44,  
Fleming Island, FL 32003



“We provide Nepali students who are looking to enroll in a university abroad the opportunity to earn both an American and Nepali diploma, giving them access to the top universities around the world.”



- ✓ Select a for-credit course for each student/  
प्रत्येक विद्यार्थीको लागि एक क्रेडिट कोर्स चयन गर्नुहोस्
- ✓ Submit the list of students and their for-credit courses to [studentservices@citizenshighschool.com](mailto:studentservices@citizenshighschool.com)/  
विद्यार्थीहरूको सूची र उनीहरूको क्रेडिट-  
कोर्सको पाठ्यक्रम छात्रसर्वाइसेस@citizenshighschool.com मा बुझाउनुहोस्

[citizenshighschool.com](http://citizenshighschool.com)

1590 Island Lane, Suite 44,  
Fleming Island, FL 32003



“We provide Nepali students who are looking to enroll in a university abroad the opportunity to earn both an American and Nepali diploma, giving them access to the top universities around the world.”