

## Purpose

The following timeline should serve as an example for schools and school systems for completing onboarding requirements during the mandatory 10-day onboarding and hosting process, outlined in the [Louisiana International Associate Teacher Program Handbook](#). Partners are encouraged to create a timeline that best reflects the unique needs of the school or system. For additional guidance, please contact the World Languages Team at [language.acquisition@la.gov](mailto:language.acquisition@la.gov).

## Pre-Arrival

*Actions completed by the school/school system in the weeks/months leading up to the arrival of International Associate Teachers (IATs).*

- Inform principal(s) and school staff of arrival of IAT(s).
- Create a local IAT Support Team and assign roles and responsibilities.
- Reach out to local network to solicit support in welcoming/onboarding of IAT(s), e.g. school sponsors, local language community, volunteer organizations.
- Connect with the local Parent Teacher Organization(PTO) to coordinate welcome activities.
- Create a list of vetted housing options and vehicle dealerships for IAT(s) to review.
- Rent/secure vehicles for use during local support, if needed.

## Day 0

*Thursday*

½ day (post Orientation)

1:00 PM Travel to LEA, check-in to hotel or with host family  
 Evening Potential Activities: tour of city, welcome dinner, welcome basket

## Day 1

*Friday*

8:30 AM Social Security Office or Fingerprinting (arrive 30 minutes prior to opening)  
 LUNCH  
 1:00 PM Bank Account  
 5:00 PM Potential Activity: faculty welcome dinner

## Day 2

*Saturday*

8:00 AM Appointment: housing or vehicle  
 10:00 AM Appointment: housing or vehicle  
 12:00 PM LUNCH  
 2:00 PM Appointment: housing or vehicle  
 4:00 PM Appointment: housing or vehicle

## Day 3

*Sunday*

Optional: Provide rideshare credits or IATs explore the city with host families.

## Day 4

*Monday*

8:30 AM Social Security Office or Fingerprinting (arrive 30 minutes prior to opening)

12:00 PM LUNCH  
2:00 PM Initial application paperwork with district (enroll children in school if needed)

**Day 5**

*Tuesday*

8:30 AM Department of Motor Vehicles (arrive 30 minutes prior to opening)  
10:00 AM Secondary paperwork with district  
(Insurance verification: health, repatriation, car, home/renters)  
2:00 PM Appointment: housing or vehicle, *if needed*  
4:00 PM Paperwork: Schedule road tests; sign leases for lodging; purchase cars etc.

**Day 6**

*Wednesday*

8:00 AM Authorization to be on campus  
10:00 AM Visit schools with tours and introductions.  
(Optional: provide a welcome basket of professional materials.)  
12:00 PM LUNCH  
2:00 PM Work in classroom

**Day 7**

*Thursday*

8:00 AM Work in classroom  
12:00 PM LUNCH  
2:00 PM Housing and classroom needs

**Day 8**

*Friday*

8:00 AM Work in classroom  
12:00 PM LUNCH  
2:00 PM Housing needs/Visit storage of donations (if exists)

**Day 9**

*Saturday*

Complete purchase of housing needs: Estate sales, garage sales, thrift stores, discount stores

**Day 10**

*Sunday*

Move out of host lodging

**SAMPLE 10-Day IAT Onboarding Organizer**

New CODOFIL/International Associate Teacher	Social Security Application	Driver's License	Bank Account	Housing	Vehicle	Background Check / Fingerprints	Hiring Paperwork	WLC

Notes:

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