

## Purpose

After making initial contact with new IATs, it is important for schools and systems to reach out to new IATs again to collect additional data that will aid in the preparation for and onboarding of IATs and their families. This follow up contact should be made by June 15, per guidance available in the [Louisiana International Associate Teacher Program Handbook](#). For additional guidance, please contact the World Languages Team at [language.acquisition@la.gov](mailto:language.acquisition@la.gov).

## Format

The format of the arrival information questionnaire should align with the school or system's common practices. Examples of formats may include but are not limited to

- Google Form,
- Survey Monkey, and
- Fillable PDF.

## Sample Questions and Information to be Collected

Schools and school systems should design an IAT arrival information questionnaire that captures the initial information needed by the district to continue the onboarding process. Below is a list of sample questions that may be included in the school/system created questionnaire.

1. List your name, as it appears on your passport and visa, using this format: LAST NAME(S), First Name(s)
2. What is your email address?
3. What is your telephone number with the country code?
4. Will you arrive in Louisiana prior to the July IAT Orientation held in Baton Rouge?
  - a. Yes
  - b. No
5. If arriving before the IAT Orientation, please answer the following questions.
  - a. How will you arrive in Louisiana?
    - i. Plane
    - ii. Land (car/bus)
  - b. What is the date and time of your arrival?
  - c. Will you require lodging upon arrival?
6. How many people will be arriving with you?