

Meet with guardians regarding caregiver affidavits for K-12 students; organize and compile documents and information for caregiver affidavits for final signature to enroll. **E**

Assist district administrators with student due process issues as needed. **E**

Supervise the issuance of transcript copies on request to secondary schools, employers, and authorized individuals. **E**

Provide technical expertise to school sites, staff, and other departments regarding student services issues; conduct

