



Cohort Resources



[Procure Website](#)

[CDPH Guidelines](#)

Proposals and Registration

Submit Proposals prior to program start to Maylyn Paculba, State & Federal
Fillable site proposal forms: [Elementary](#) [High School](#)
Cohort candidates must register through site [Procure registration](#) link
Families provide updated contact information, health concerns of note,
authorized pick up designees, and sign waivers. [Sample lead](#)
Approved leads are then enrolled in the [Lead CRM](#) section to
appropriate classrooms and issued a welcome notification.
[Health Survey](#) [Health Survey PDF](#) [Directions](#) [Expectations](#)

Student Attendance

Parents download [Procure application](#) and set up account through invite
Participants sign in/out via contactless [QR code](#) or [Geo-fencing](#)
Only as a back-up, teachers can sign in students on the [website](#) or [App](#)
Attendance can be monitored live in [Student Sign In](#) section
Verify student certifications in Qualtrics & contact non-certified families
Access [Student Profiles](#) for health background, contact info, and siblings
Navigating Student Profiles on the [website](#) or through the [Procure App](#)
Print [Monthly Attendance Report](#) for payroll documentation

Parent and Staff Communication

Send and receive notifications through Procure Messaging function
Messaging with the [website](#) or through the [Procure App](#)
[Staff to Staff](#) messaging
Procure [account set up](#) and [App download](#) for staff