



Registration Evaluation Team
Instructor Briefing Sheet
2011- 13 Missed/ Medical Lesson Update

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MISSED/ MEDICAL LESSON UPDATE

Medical/ Missed Lesson Update (MLU)

POLICY: Any Currently Enrolled ISR Student who misses 3 consecutive lessons due to an illness or injury **AND** requires attention from a medical professional such as a doctor, Nurse Practitioner, Emergency Room, after hours clinic to required to complete a Medical/ Missed Lesson Update (MLU) prior to resuming lessons.

Students who are placed on a new medication that was NOT previously listed on the ISR National Registration or have another CHANGE to the 1-10 “Bold- Faced” or key questions on the registration form also need to complete an MLU prior to being able to continue lessons.

This means that a CHANGE has occurred in the 1-10 Key Questions that is significant enough to require a RET review. Please look for these issues on the BUDS sheet (such as MD visits, medications or injuries) and discuss during the Poolside BUDS interview.

If these changes are noted, lessons must be stopped and parent notified to fill out the MLU on the Registration Console.

Procedure

1. Parent Notifies the Instructor of Illness or Injury--Lessons are Stopped!
2. WHEN THE STUDENT IS READY TO RETURN TO LESSONS, the MLU should be completed on the online registration site
3. The instructor provides instruction to the parent to log onto the Registration Console using the URL provided at the time of Registration.
4. Parent logs into console and selects “Start A Registration” then “Existing Registration” then “Missed Lesson Update” in the drop- down menus.
5. Parent enters all information pertinent to the MLU questions.
6. RET is notified via Registration Console.



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7. RET begins review process of the MLU within 24 business hours.
8. Once all information has been gathered and safety protocols provided, if necessary, the MLU status will be changed on the console.
9. The lessons can only be resumed with RET clearance, notified by the console as approved to begin lessons.
10. MLU is NOT to be used in the case of vacation (unless CHANGES to the 1-10 Key Registration questions have occurred during the vacation), instructor illness, pool closure transfer of a student between instructor (Use Registration Update instead) or for Refresher Lessons.
11. In the case of Missed Lessons, parents should complete the MLU **when the child is ready to return to lessons** ie: the cast has come off, the MD recommendations for time out of lessons have been completed or the vomiting/ diarrhea has been resolved x 48 hours.

In the case of Changes to the Initial Registration Key Questions, the MLU should be completed **as soon as possible**.

If it is unclear what the issue is or if the child should be removed from lessons, complete the MLU **as soon as possible**.
12. Questions concerning the MLU are addressed to RETquestions@infantswim.com