

**ADMIN CHECKLIST FOR REMANDMENT TO ALTERNATIVE SCHOOL (INS-F089)**

*(Submit this as a cover sheet with all other required paperwork submitted to the Alternative School)*

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| **STUDENT INFORMATION** |

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| Student ID # | Grade | Age | Date of Plan | Date of Last Review | Type of Plan | School |
|  | Choose an item | Choose an item | Click or tap to enter a date.  | Click or tap to enter a date. | Choose an item. | Choose an item. |
| Student Name | Program Eligibility | Identified Disability or Deficit Area | Offense |
|  | Choose an item. |  | Choose an item. |
| Describe Incident | *Firearm, drugs, assault of staff, aggravated assault of staff, etc.* |

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| **504** | **SPECIAL EDUCATION** |
| *Prior to remandment to Alternative School, a Positive Behavior Plan must be written and implemented at the student’s home school. (Not required for Zero Tolerance or one-time egregious offenses.) The Manifestation Determination meeting must be conducted within 10 days of making a change of placement recommendation.*  |
|[ ]  If behaviors are determined to be a manifestation of a student’s disability, an FBA must be completed or reviewed. |
|  Meeting Date: Click or tap to enter a date. |
|[ ]  If behaviors are a ZT or one-time egregious offense ***and*** are not a manifestation, a PBP must be completed or reviewed prior to returning to the home school. |
|  Meeting Date: Click or tap to enter a date. |
|[ ]  Send Copy of Manifestation Determination to Student Services |
| **504** | **SPECIAL EDUCATION** |
|[ ]  Change of Placement collaboration meeting between Alt. School LEA and Home School 504 Coordinator to review 504 |[ ]  For 90 day, ZT, or rest-of-the year remandments, contact Jodie Lee in Special Populations to have EdPlan records and case management transferred to the Alternative School |
|  |[ ]  Change of Placement collaboration meeting between Alt. School LEA and Home School LEA/Case Manager to develop goals and amend IEP. |
|  Date: Click or tap to enter a date. |  Date: Click or tap to enter a date. |
| **GENERAL EDUCATION** |
|[ ]  Confirmed PBP has been implemented with fidelity by all parties. |

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| **ALL STUDENTS** |
|[ ]  Suspension/Remandment/Expulsion Checklist |[ ]  Suspension/Remandment/Expulsion Paperwork sent to the Alternative School |
|[ ]  Suspension/Remandment/Expulsion Paperwork sent to Student Services |  |[ ]  PBP or BIP Attached |
|[ ]  Suspension/Remandment/Expulsion Notice to Parents |  |[ ]  Police Report or Field Test Attached |

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| **ALTERNATIVE SCHOOL (Return to Home School Meeting)** |
|[ ]  Exit collaboration between student, Alt. School LEA and Home School LEA/representative for transition back to school: (This meeting should be held at the Alt. School, or virtually in a way that the student can be included) |
| **PAPERWORK SUBMISSION** |
| [ ]  FAX (931) 920–9953 [ ]  COURIER [ ]  EMAILED |

Administrators Signature serves as verification that PBP or FBA/BIP was implemented with fidelity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_