



Excellence through Community, Education & Leadership

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REQUIRED DOCUMENTS CHECKLIST

(KEEP A COPY FOR YOUR RECORDS)

Student's Name: _____

Date of Submission: _____

(Submit to Special Ed. Director; EXCEL Principal)

- 1. **Student Referral Cover Sheet**
- 2. **Principal's Letter of Recommendation**
(Written rationale, including summary of incident, when seeking administrative transfer)
- 3. **Copy of Disciplinary Referrals**
- 4. **Copies of Incident/Witness Statements, including Police Statements/Reports**
(if applicable)
- 5. **District Reports:** *(Attendance History, Behavior History, Progress Reports, and Report Cards, etc.)*
- 6. **Transcript Audit** *(High School Students)*
- 7. **Copy of IEP**
(Include copies of Functional Behavior Analysis and/or Behavior Plan)
- 8. **Copy of MDR** *(if applicable)*
- 9. **Documentation of all Parent Meetings, Including Dates and Outcomes**
- 10. **Copy of Academic and/ or Behavioral Intervention Plan**
(Documentation of all strategies and interventions utilized in Tier 1, 2 and 3 RtI, PBIS, etc.)
- 11. **Parent Handbook and Student Code of Conduct Sign-Off Sheet**
- 12. **Other Artifact Data**