

Alachua County Public Schools
Character Counts Center
Admission Checklist

Student Name	Student Number	DOB	Grade	Race/Sex	Sending School
Current Classroom Teacher					

Please check and complete each item to verify its inclusion with your referral (use N/A for items that are not applicable).

- _____ 1. Copy of principal's recommendation letter.
- _____ 2. Copy of principal's parent notification letter.
- _____ 3. Copy of *Parent Voluntary Agreement* to placement/visitation.
- _____ 4. * If ESE, state exceptionalities/services: _____
- _____ 5. If ESE, has a Re-evaluation been completed? No Yes (if "yes" attach re-evaluation)
- _____ 6. Has child been referred for ESE evaluation? No Yes (include information)
- _____ 7. Copy of: 504 EPT AIP IEP (check and include all that apply)
- _____ 8. Computer Screen Printouts:
 Discipline Current Grades Attendance
 504 Plan EPT AIP ESE Eval. Referral
- _____ 9. Documentation of classroom behavior interventions. Attach Record of Intervention Form and/or dated classroom teacher narrative.
- _____ 10. Copy of current school year Emergency Card.

Please make sure all the above information is included in the packet
and in order according to the checklist.

This form was completed by _____
Name (please print) _____ Date _____

Forward the above information to Rod Warner at the Manning Center. Information will be forwarded to the Character Counts Center. They will contact the sending school to arrange student transfer/ registration.

***If an ESE student is cleared for Character Counts, an IEP meeting must be scheduled for placement.**