

IRVING ISD

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Name of Student

RAC Review Committee

School District

Entry Check List

Referring Campus

Short-Term Placement

Current Grade

The following information must be provided when assigning a student to the short-term program (twenty (20) or thirty (30) day assignment).

- A. Fill out Alternative School Assignment Information Form completely.
- B. Call Dr. Rucker at the RAC for prior approval.
- C. Fax Alternative School Assignment Information Form and Check list to the RAC (972-313-4602). **THESE FORMS SHOULD BE FAXED TO THE RAC BEFORE STUDENT ARRIVES FOR 7:30 AM IN-TAKE.**
- D. Campus In-Take person and Counselor notified by you of placement at the RAC (they must request work).
- E. ARD held for Special Education students (copy of ARD sent to RAC and on file before student can enroll).
- F. IEP, BIP and manifestation must be on file at the RAC before student enrollment. Have 504 and SAS meeting when needed.
- G. Send copy of student's discipline file.
- H. All forms provided to you given to parent/guardian. (Regarding dress code, lunch, 7:30 am in-take time, etc.)
- I. Student books and supplies are delivered by home campus. Books can no longer be sent in inter-office mail.

IF ANY OF THIS INFORMATION IS MISSING WHEN STUDENT ARRIVES AT THE RAC, STUDENT WILL BE RETURNED TO THEIR HOME CAMPUS. IT MUST BE PROVIDED BEFORE STUDENT WILL BE ENROLLED INTO THE PROGRAM.

Signature – Sending Administrator

Signature – School Principal

****STUDENTS SHOULD NOT BE PLACED IN THE IRVING AEP FOR ATTENDANCE VIOLATIONS****