



# Dallas County Juvenile Justice Alternative Education Program

## Case Review Committee Intake Folder Checklist

Student Name \_\_\_\_\_ SS# \_\_\_\_\_

School District \_\_\_\_\_ Home School \_\_\_\_\_

AEP Campus \_\_\_\_\_ Current Grade \_\_\_\_\_

TEA #057-905 \_\_\_\_\_ Lunch Status:  Free  Reduced  Full Pay  
Campus ID \_\_\_\_\_

A copy of the student's folder given to the Case Review Committee should include the following information in whatever format your school district uses. (Please DO NOT submit originals.)

- I. Discipline
  - a. Reason for expulsion (Expulsion Notification Letter or notation on District Referral) (Support Documents)
  - b. Persistent Only
  - c. Date of expulsion period
  - d. Due process hearing held
  - e. Police Service Number
  - f. Police Offense Report

- II. Academics
  - a. For students in middle school, the student's Middle School Plan
  - b. For students in grades 9-12 the student's Graduation Plan
  - c. The student's current transcript including all achievement test
  - d. The student's current year report card
  - e. Withdrawal form to include all transfer grades
  - f. TAKS/SDAA summary sheet
  - g. Special Education
    - Annual ARD
    - MDR
    - FIE
    - IEP
    - BIP
    - Eligibility statement, Related services Information
      - Incident Report
  - h. 504 (Section 504 LAP)
  - i. ESL
    - LPAC Initial Decision/ Annual Review (Program Placement)
    - Current Oral Proficiency Assessment
    - Parent Permit / Denial
    - Current RPTE / TELPAS
  - j. Accommodations Plan and Informal/Formal Evaluation
    - Dyslexia Evaluation and Accommodations
  - k. Parental Survey of Home Language

- III. Attendance
  - a. The student's current years attendance record

- IV. Health Record

\_\_\_\_\_  
Signature-District CRC Representative

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number