

**Horizon Center Admission Checklist
Supplement for ESE Students**

Before referring a student with a disability to Horizon Center, school personnel should determine which situation is applicable. This student is being referred under (check one):

- Weapons and Drug Offenses – Federal Definitions
- Other Level I Offenses
- History of Disruptive Behavior
- Felony Transfer

Student Name: _____ School: _____

Grade: _____ DOB: _____ ESE Program: _____ Student #: _____

The student’s cumulative record indicates that the needs of the student have been addressed with the following procedures before considering the alternative educational placement.

Individual Educational Plan is current: Dated: _____

Psychological evaluation/reevaluation is current within 3 years: Dated: _____

Educational services were provided during suspensions of more than 10 cumulative days.

Check one: homework assignments in-school suspension with ESE consult/support
 home instruction other agency services other

Documentation dated: _____ Document attached (describe): _____

Manifestation Determination Dated: _____

Plan for a Functional Behavioral Assessment Dated: _____

Date of Consent for Reevaluation: _____ or Date completed with existing date: _____

For Emotional/Behavioral Disabled (EBD) students: A conference notes statement by the IEP committee dated _____ that concludes that an ESE Center referral or placement is not appropriate at this time. N/A

Felony Transfers: For ESE students with a formal felony charge outside of school: A conference notes statement by the IEP committee dated _____ that describes how the offense could have an adverse impact on the educational setting. N/A

For students referred to alternative education for a history of disruptive behavior N/A

Behavior Intervention Plan and Results Dated: _____

Modifications to Behavior Plan and Results Dated: _____

All of the above has been completed prior to sending the referral to the Student Services Office.

School Administrator/Signature/Title _____ Date _____

This form is attached to the Horizon Admission Checklist and sent to the Student Services Office. If the student is subsequently approved as eligible for alternative education, the above records are reviewed by the IEP committee when it convenes to make any final placement decision.