



Student Support Services / Character Counts Center

**Admission Checklist**

*(General Education Intervention Program for Grades K-5)*

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Sending School: \_\_\_\_\_ Current Classroom Teacher: \_\_\_\_\_

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. \* If ESE, state exceptionalities/services: \_\_\_\_\_
- 4. If ESE, has a Re-evaluation been completed?  No  Yes (if "yes" attach re-evaluation)
- 5. Has child been referred for ESE evaluation?  No  Yes (include information)
- 6. Copy of:  504  EPT  AIP  IEP  FBA  BIP (check and include all that apply)
- 7. Computer Screen Printouts:
  - Discipline  Current Grades  Attendance
  - 504 Plan  EPT  AIP  ESE  Eval. Referral
- 8. Documentation of classroom behavior interventions. Attach Record of Intervention Form and/or dated classroom teacher narrative.
- 9. 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: \_\_\_\_\_ Date: \_\_\_\_\_  
*(please print)*

Forward the above information to Rod Warner at the Fearnside Center. Information will then 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.**