



Excellence through Community, Education & Leadership

105 S State Street Atkinson, IL 61235
Phone: 309-936-7790 Fax: 309-936-7368
Steve Wheelock – ExCEL Principal
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STUDENT REFERRAL COVER SHEET

DEMOGRAPHICS

Student Name: _____ School: _____ SIS#: _____

Grade: _____ Date of Birth: _____ Age: _____ Gender: _____ Race: _____

Parent/Guardian: _____ Phone Numbers: _____

Address: _____

Has the student ever been retained? No Yes – When: _____

REASON FOR REFERRAL/AREAS OF CONCERN

- Administrative Transfer/ IEP Change of Placement
- Other

Principal Signature _____ Coordinator Signature _____

Date _____

SPECIAL ED RECOMMENDATIONS (IF APPLICABLE)

Not related to disability Related to disability MDR Date _____

Student remains in home school

Reconvene IEP team to determine appropriate placement _____

Consideration for expulsion, but provide opportunity to hold expulsion in abeyance; IEP team will meet

Consideration for expulsion; IEP team will meet

EXCEL Principal _____ Date _____

Special Ed. Director _____ Date _____



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REQUIRED DOCUMENTS CHECKLIST

(KEEP A COPY FOR YOUR RECORDS)

Student's Name: _____

Date of Submission: _____

(Submit to Special Ed. Director; EXCEL Principal)

- 1. **Student Referral Cover Sheet**
- 2. **Principal's Letter of Recommendation**
(Written rationale, including summary of incident, when seeking administrative transfer)
- 3. **Copy of Disciplinary Referrals**
- 4. **Copies of Incident/Witness Statements, including Police Statements/Reports**
(if applicable)
- 5. **District Reports:** *(Attendance History, Behavior History, Progress Reports, and Report Cards, etc.)*
- 6. **Transcript Audit** *(High School Students)*
- 7. **Copy of IEP**
(Include copies of Functional Behavior Analysis and/ or Behavior Plan)
- 8. **Copy of MDR** *(if applicable)*
- 9. **Documentation of all Parent Meetings, Including Dates and Outcomes**
- 10. **Copy of Academic and/ or Behavioral Intervention Plan**
(Documentation of all strategies and interventions utilized in Tier 1, 2 and 3 RtI, PBIS, etc.)
- 11. **Parent Handbook and Student Code of Conduct Sign-Off Sheet**
- 12. **Other Artifact Data**