

Alachua County Public Schools
HORIZON CENTER CHECKLIST

Student Name *Student Number* *Grade* *Race/Sex* *Sending School*

Please check each item to verify its inclusion with your recommendation.

- ____ Reason for Horizon assignment recommendation:
 - ____ History of disruptive behavior – requires at least two documented EPT meetings when alternative placement was discussed with parents/guardians (form STU 012.002)
 - ____ Level I misconduct – include a copy of the Level I referral and the suspension letter
 - ____ Felony transfer – include a copy of the State Attorney’s notification letter
 - ____ Include copy of the Felony Transfer (Form STU 056.002)
 - ____ Parent notification of administrative hearing
- ____ Copy of Principal’s recommendation letter
- ____ Copy of Principal’s Parent Notification Letter (Address must be current)
- ____ Copies of present and previous school year suspension letters
- ____ Copies of present and previous school year discipline referrals
- ____ CICS documentation (from Student Services Main Menu):
 - ____ Student discipline file (screen 20-14)
 - ____ Current Transcript (16-01)
- ____ Withdrawal form showing grades/averages for the current grading period (leave W/D date blank)
- ____ If student is not ESE, has referral been initiated? Yes or No (circle one - include documentation if yes)

ESE status: SLD EH EMH SED (indicate which one)

- ____ Completed ESE Supplement Checklist and documentation included with this packet
- ____ ESE Checklist and documentation reviewed by _____
School Staffing Specialist’s name (please print)

**PLEASE MAKE SURE THE ABOVE INFORMATION IS INCLUDED IN THE PACKET
AND IN ORDER ACCORDING TO THIS CHECKLIST.**

Forward Two (2) Copies To: Kathy Black, Supervisor, Student Discipline, Manning Center

This form was reviewed by _____
Principal/Asst. Principal (please print) _____
Date