

Alachua County Public Schools
Character Counts Center
 Admission Checklist

Student Name	Student Number	DOB	Grade	Race/Sex	Sending School
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Please 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. Copy of *Parent Voluntary Agreement* to placement/visitation.
- _____ 4. * If ESE, state exceptionalities/services: _____

- _____ 5. If ESE, has a Re-evaluation been initiated? No Yes (include information)
- _____ 6. If Non-ESE, has a referral been initiated? No Yes (include information)
- _____ 7. Copy of: 504 EPT AIP IEP (check and include all that apply)
- _____ 8. Computer Screen Printouts:
 - Discipline Current Grades Attendance
 - 504 Plan EPT AIP ESE Eval. Referral
- _____ 9. Copies of discipline referrals that led to placement recommendation.
- _____ 10. 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 _____
Name (please print) Date

Forward the above information to Sharon Spreen at the Manning Center. Information will 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.**