

	IRVING ISD	<u>Irving ISD</u>
Name of Student	SRAC Review Committee	School District
	Entry Check List	
	Short-Term Placement	Referring Campus
		Current Grade

The following information must be provided when assigning a student to the short-term program (twenty (20) or thirty (30) day assignment).

- A. Parent/Student Conference to assign a student to the SRAC.
- B. Fill out Alternative School Assignment Information Form completely.
- C. Complete PEIMS Reportable Discipline form and enter into PEIMS.
- D. Call SRAC Principal for New Student start date.
- E. Notify Campus Intake person and Counselor regarding student placement at the SRAC.
- F. A copy of the Special Education ARD is required to be sent to the SRAC prior to student enrollment.
- G. IEP, BIP and Manifestation must be on file at the SRAC before the student can enroll. Have 504 and SAS meeting when needed.
- H. Home Campus must send a Discipline PEIMS report.
- I. Home Campus must send a copy of the student's Report Card.
- J. All forms provided to the Home Campus must be given to the Parent/Guardian regarding dress code, lunch, 7:30 a.m. in-take time, etc.
- K. Students' books and supplies will be delivered by home campus.

NOTE: If the above information is not provided at the time specified, the student will not be allowed to enroll in the SRAC.

Signature – Sending Administrator

Signature – School Principal

STUDENTS SHOULD NOT BE PLACED IN THE IRVING SRAC FOR ATTENDANCE VIOLATIONS