



**Dallas County Juvenile Justice Alternative Education Program
Case Review Committee
Intake Folder Checklist**

Student Name _____ SS# _____

School District Irving ISD Home School _____

AEP Campus _____ Current Grade _____

TEA #057-905 _____
Campus ID

A **copy** of the students' folder given to the Case Review Committee should include the following information in whatever format your school district uses. (Please **DO NOT** submit originals.)

- I. Discipline**
 - a. Reason for expulsion (Expulsion notification letter)
(Supporting Documents)
 - b. Persistent Only
 - c. Date of expulsion period
 - d. Due process hearing held
 - e. Data Entry-Discipline Management Form
 - f. Police Service Number
 - g. Police Offense Report

- II. Academics**
 - a. For students in middle school, the student's Middle School Plan
 - b. For students in grades 9-12, the student's Graduation Plan
 - c. The student's current transcript including all achievement test scores
 - d. The student's current year report card
 - e. Withdrawal form to include all transfer grades, currently enrolled classes
 - f. TAKS/SDAA summary sheet
 - g. Special Education
 - Annual ARD
 - MDR
 - FIE
 - IEP
 - BIP
 - Eligibility statement, Related Services Information
 - Incident Report
 - h. 504 (Section 504 IAP)
 - i. ESL
 - LPAC Initial Decision/ Annual Review (Program Placement)
 - Current Oral Proficiency Assessment
 - Parent Permit / Denial
 - Current RPTE / TELPAS
 - j. Accommodations Plan and Informal/Formal Evaluation
 - Dyslexia Evaluation and Accommodations
 - k. Parental Survey of Home Language

- III. Attendance**
 - a. The student's current year's attendance record

- IV. Health Record**

Signature - District CRC Representative

Phone Number

Fax Number