|  |  |
| --- | --- |
| Student Folder ( Name) | *AE Student Folder Outline* |
| **Referral** |  |
|  Date referral made |  |
|  Name of person making referral |  |
|  Date referral received |  |
|  Reason for referral |  |
|  Date referral acted on |  |
| **Placement Meeting/Conference – SNFR: 4.02** |  |
|  Date |  |
|  Required members present (signatures) |  |
|  Documentation of attempted parent contact |  |
|  Prior interventions discussed |  |
|  Documentation of information considered for placement |  |
|  Placement criteria documented |  |
|  Placement criteria met |  |
|  Placement found appropriate or not |  |
|  Mental health services discussed |  |
|  Student Action Plan developed |  |
|  Student/parent/program contracts signed |  |
| **Required Assessments of current level of functioning-SNFR:4.02.3** |  |
|  Social |  |
|  Emotional |  |
|  Academic |  |
|  Career |  |
|  Behavioral  |  |
| **Student Action Plan- SNFR: 4.02.4 & 4.04** |  |
|  Date of SAP |  |
|  Measurable long term goals |  |
|  Dates reviewed/met |  |
|  Goals relate to reasons for placement |  |
|  Measurable short term goals  |  |
|  Dates reviewed/met |  |
|  Goals relate to reasons for placement |  |
|  Interventions outlined in SAP |  |
|  Exit Criteria |  |
|  Dates of expected reviews |  |
| **Documentation of progress monitoring** |  |
| **Exit Meeting/Conference** |  |
|  Date |  |
|  Criteria/Goals Met |  |
|  Required members present (signatures) |  |
| **Transition Plan- SNFR 4.02.6** |  |
|  Date  |  |
|  Required members present |  |
|  Person responsible is clearly named |  |
|  Ways to monitor progress is clearly listed |  |
|  Documentation appropriate staff has a copy of this plan |  |
|  Documentation of transition monitoring |  |