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| --- | --- |
| 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 |  |