

Student Folder (Name)	<i>AE Student Folder Outline</i>
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	