

\*\*\*\*This form should be started at a SAT or IEP meeting prior to considering the student for alternative placement at the EXCEL CENTER. This checklist will help the SAT and IEP team in gathering documentation requirements prior to referring for alternative placement. **ALL documentation requirements on this form must be included in the referral packet.**

Referral Received: \_\_\_\_\_

Reviewed: \_\_\_\_\_

## ADMINISTRATORS AND COORDINATORS CHECKLIST FOR ALTERNATIVE PLACEMENT

---

- Student is being monitored by SAT or has an IEP due to concerns with academics, behaviors, or attendance. Interventions have been attempted and proven to be unsuccessful.
- If student has an IEP, has self-containment in special education environment been attempted to remediate area of concern. **If NOT, increase special education services prior to considering alternative education referral.**
- Utilize the school's School Psychologist as a resource prior to completing the Consideration for Alternative Education form. **Request updated testing** (i.e., achievement testing, rating scales, etc.)
- Complete the form titled Monongalia County Schools/Consideration for Alternative Education (i.e., identifying information, description of the problem behaviors/violations, summary of interventions, accommodations/modifications implemented prior to placement)
- The following areas **MUST** be checked with supporting documentation attached:
  - Student has multiple and repeated discipline violations that have been resistant to interventions, accommodations, and modifications.
  - Multiple SAT/IEP meetings to address concerns (**documentation must be attached**)
  - Interventions implemented, student has a behavior intervention plan
  - Student has a functional behavior assessment that was completed or updated within the last year (If behavior is a concern an FBA must have been completed by the SAT or IEP team prior to referring) Results of the FBA have been implemented for a minimum of 6 weeks with little change in behavior.
  - If student has an IEP, has self-containment in special education environment been attempted? If NO, place in a more restrictive environment in an attempt to address problem.
  - Student has a crisis intervention plan. (**Attach if applicable**)
- The following areas **MUST** have supporting documentation and be attached to the Alternative Ed referral form:
  - Discipline report (i.e., Educator's Handbook)
  - Attendance Report
  - Grades – Current (i.e., Edline)
  - Transcripts (high school only)
  - Credit Check (high school only)
  - Behavior Plan (if applicable and behavior is a concern)
  - Relevant IEPs/SATs
  - Crisis Plan (if applicable)
  - Health Care Plan

---

**Signature of Reviewer**

---

**Date**

Outcome of Review:    \_\_\_ Student requires additional school interventions    \_\_\_ Consider for alt ed placement  
                                 \_\_\_ Student is recommended for referral to an outside agency