



STAFFORD MUNICIPAL SCHOOL DISTRICT

Stafford Alternative Education Center

2016-2017

Procedure Checklist

Student Name: _____

Student packets should be delivered to the Stafford Alternative Education Center office by 8:30 am the day before the scheduled conference.

Special Education students must have a MDR/ARD prior to placement.

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| | SAEC Packet Checklist | Principal |
| | Student-Parent Placement Letter to SAEC | Principal |
| | Discipline Referral | Principal |
| | Copy of Student IEP, if applicable | Principal |
| | Copy of Student's BIP, if applicable | Diagnostician |
| | Adolescent Intensive Intervention Program | Counselor |
| | Benchmark/State Assessment | Counselor |
| | Factors Impacting Student Behavior Success | Counselor |
| | Current Grades | SAEC |
| | Last Report Card | SAEC |
| | Registration Form | SAEC |
| | Student Registration Form | SAEC |
| | Student Schedule | SAEC |
| | Transportation Request Form | SAEC |