



## Checklist

Instructions: Place a checkmark by the factors that your or other staff members in your building have identified in the student's life.

Factors	Yes	Comment
Bomb Threat		
Bullying		
Fighting		
History of suspensions, if yes include data		
Low achievement scores and is behind academically		
Poor adult interaction skills		
Poor attendance, if yes include data		
Poor hygiene/unhealthy appearance		
Poor peer interaction skills		
Pregnancy or teen parent		
Self injury		
Stealing		
Substance abuse (drugs, alcohol, tobacco)		
Suicidal ideations or tendencies		
Vandalism		
Victim of peer harassment		
Weapon		
Other:		

Family Background and History: \_\_\_\_\_

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Strengths and Skills: \_\_\_\_\_

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Additional Information: \_\_\_\_\_

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**Grades/Credits**  
***This is necessary for ETC/RSSP enrollment.***

Student: \_\_\_\_\_

Home School: \_\_\_\_\_

PRINT name of person completing this report: \_\_\_\_\_

This report must be completed and submitted as part of the Student Referral packet.

This report covers the time period between the first day of the current semester Date: \_\_\_\_\_  
and the student's withdrawal date from classes. Date: \_\_\_\_\_

Please list the courses in which the student is/was enrolled for the current semester or attach transcript. Then list the letter grades and grade percentages the student is/was earning in each of the courses from the first day of this semester until the withdrawal date.

Passed Constitution test?  Illinois  United States  Not Applicable

Does the student need to take the PARCC test?  Yes  No

<u>Department</u>	<u>Complete Course Title</u>	<u>Grades/Percentages</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature/Title of Person Completing Report

\_\_\_\_\_  
Date

Incomplete referral packets will not be processed.  
Please return the completed form NO LATER than one week before the date of the intake staffing.  
In case of an emergency situation, please fax forms.

## Eligibility Criteria for the Educational Therapy Center (ETC)

ETC is a non-public special education program supported by home school district tuition. Below is the information specifying the criteria for an appropriate referral to the Educational Therapy Center program.

In order to process this referral, please indicate that the student is eligible by checking the appropriate box (es) below. Students who meet two or more of the following criteria may be eligible for services:

- Age 11 through 21 this current school year, AND
- Learning Disabilities eligibility (LD).
- Social Emotional Disorder eligibility (SED).
- Other Health Impairment eligibility (OHI). Please specify: \_\_\_\_\_

## Eligibility Criteria for the Regional Safe School Program (RSSP)

RSSP is a Safe School Program funded by the State of Illinois. Below is the citation from the Illinois School Code specifying the criteria for an appropriate referral to a Safe School Program.

Illinois School Code 5/13A-2.5 Definition of "Disruptive Student"

"Disruptive Student" includes suspension or expulsion eligible students in any of grades 6 through 12. Suspension or expulsion eligible students are those students that have been found to be eligible for suspension or expulsion through the discipline process established by a school district.

In order to process this referral, please indicate that the student is eligible by checking the appropriate box (es) below. Students who meet two or more of the following criteria may be eligible for services:

- Enrolled in grades 6 through 12 during this current school year, AND
- Suspended at least twice for "gross misconduct."
- Arrested by the police or remanded to juvenile or criminal courts for acts related to school activities.
- Eligible for disciplinary reassignment pursuant to violation of school district "zero tolerance" policies.
- Involved in "gross misconduct" that can be characterized as serious, repetitive, or cumulative.
- Returning from juvenile detention facility.
- Expelled or has a pending expulsion hearing.

"Gross misconduct" is defined as:

- Use of or possession with intent to use a weapon or gun.
- Sale and/or possession of illegal substances.
- Physical assault of a staff member.
- Chronic fighting, assault, or physical violence.
- Arson.
- Theft or destruction of property at the school, staff, or other students.
- Sexual harassment, harassment, and/or hazing.
- Gang related activity.
- Insubordination posing imminent danger to the health, safety, and welfare of students and staff.
- Repeated and willful behavior of:
  - Flagrant or persistent disrespect, verbal assault and/or verbal threats, and/or deliberate attempts to intimidate faculty, staff, sponsors, or students.
  - Flagrant or persistent disregard for the rules and regulations of the home school.

**Students chronically truant from school and not exhibiting any of the above stated characteristics of "gross misconduct" are NOT eligible for services.**