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| --- | --- | --- |
| **Name:** | **DOB:** | **Grade:** |
| **School:** | **Previous District:** | |

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| --- | --- |
| ☐ | Contact Shannon Bailey (sha500@rcsd.ms) with the above student information to have folder requested from previous school. |
| ☐ | Verify receipt of the folder by emailing ShaTerrria Warren (sha205@rcsd.ms). |
| ☐ | Review the student’s **IEP and Eligibility** to determine services and contact the necessary related service personnel**.** |
| ☐ | Hold IEP meeting if revisions/amendments are needed. |
| ☐ | Complete **LRE** and submit to Leigh Townsend (leigh.townsend@rcsd.ms). |

*\*KEEP AND RECYCLE BLUE AND YELLOW FOLDERS FOR INCOMING STUDENTS*