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

|  |  |
| --- | --- |
| ☐ | 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*