**Alternative Education Center**

 **Adam Portillo, Principal**

 **1299 A E. Yukon Rd**

 **Odessa, Texas 79762**

 **432-456-0049**

 **2019-2020 Placement Checklist**

**Discipline paperwork must be in OneDrive within the 3 days of the student suspension**

**At intakes, student must bring a hard copy of withdrawal form with all grades from their home campus teachers.**

 **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#:\_\_\_\_\_\_\_\_\_\_\_ Home Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Grade: \_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_ Referral Date: \_\_\_\_\_\_\_\_\_ A.E.C. Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Length of Placement: 12 days \_\_\_20 days \_\_\_ 40 days\_\_\_ Referral Number: 1st\_\_\_\_\_\_ 2nd\_\_\_\_\_\_\_\_**

 **\*Number of days suspended for the year:\_\_\_\_\_\_\_ \*Number of days in ISS:\_\_\_\_\_\_**

**Please call AEC office at 456-0049 for a student placement.**

**Administrators will call to confirm placements at the end of each day.**

***DO NOT SEND AN E-MAIL IN LIEU OF A PHONE CALL***

***\*Intakes taken at 2 p.m. Monday-Thursday ONLY***

***No Intakes on Friday***

 **Withdrawal form containing *ALL* withdrawal grades**

 **Copy of Placement Referral**

\_\_\_\_\_\_\_\_ **Special Education: Yes\_\_\_ No\_\_\_** **Manifestation ARD date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_ McKinney Vento**

**\_\_\_\_\_\_\_ ESL**

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**Print Name of Administrator Administrator Signature**

**\*Please Remind Parents to bring their**

**STUDENT and Parent ID**

**\*Parent MUST have State Issued ID to enroll student\***