Intake Procedures

Intake Documents/Procedures Needed For Each New Student:

- OA Counselor Referral form completed and **signed by building counselor AND building administrator.**
- Parental Notification of Referral to OA form completed and **signed by parent AND building administrator.**
- A list of classes needed in order to graduate
- A current transcript
- An updated IEP if needed. All IEP students will need to be approved by Mr. Tom Porter, Director of Special Services, before being admitted to OA.
- All documentation is forwarded to the attention of the OA Coordinator or Asst. Coordinator.

Once Above Documents Are Received by OA:

- The OA Coordinator or Asst. Coordinator reviews all documentation before passing documentation on to the OA Counselor.
- The OA Counselor calls and schedules an appointment date and time for the parent/guardian and student to come into the OA office for an interview with an OA Coordinator, Asst. Coordinator, or Counselor.
- Parents are instructed by the OA Counselor to enter CSU at the 99th & King Drive entrance, behind the Jesse White Secretary of State Office. Once you pass the CSU gate, make a left at the first street. Come all the way down. The Education Building is on your left. We are in Room 210.

During the Interview:

- The student's transcript and classes needed to graduate will be discussed.
- The parent/guardian or student will complete the Transportation Information form. Ventra Card will be ready for pick up in the OA office on the student's first day of class.
- The student will complete the OA Housing Survey.
- The student will select up to 4 CSU Friday classes being offered that semester.
- The student will complete the OA Career and Post-Secondary Plan.
- The student will use their cell phone to sign up for the Remind App to get OA information right on their phone.

Before Leaving the Interview, Each Student Will Receive:

- An OA Bell Schedule with non-attendance days listed by semester.
- An OA current school year calendar.
- Instructions to go to the Attendance Office at TR to get an OA ID. Regardless of the home school the student comes from, **ALL OA students** must get an OA ID at TR. Enter Door 12. IDs are to be worn at **ALL** times while on CSU's campus.
- A lanyard for the ID.

After the Interview:

- The OA Counselor creates a file (color coded according to the home school colors: TR – blue, TT – purple, TW – yellow) to keep all documentation.
- The tab on each file has the student's last name, first name, and ID# under the name.
- Complete the OA Student Success Plan.
- Completed files are kept alphabetically in the file cabinet near the Administrative Assistant's desk.

Counselor Referral for Alternative Education Program

Student Name:	Student ID#:	Date:
Counselor:	DOB#:	Home School:
Counselor Extension:	IEP: YES NO	RTI: YES NO
Dean:	Truancy Issue: YES NO	Social Worker: YES NO
Dean Extension:	Probation Officer: YES NO	Name/Number:

Counselor's History of Services

Referred to Counselor by: _____

First seen by Counselor (date): _____

Applied Behavioral Analysis/Interventions Attempted or Initiated (include additional pages as necessary) Date Specific

_____
_____
_____
_____
_____
_____

Counselor's Assessment** **(in Collaboration with Referring Teacher/Administrator):
Student:

Performs substantially below the performance level for pupils of the same age Yes/Now

Is at least one year behind in completing coursework or obtaining credits for graduation? Yes/No, how many credits deficient _____

Is the student pregnant or a parent? Yes/No

Has the student been assessed/diagnosed as chemically dependent? Yes/No
If so, who determined this assessment? _____

Is the student a victim of physical or sexual abuse? Yes/No
If so, who diagnosed this? _____

Has the student experienced mental health problems? Yes/No
If so, who diagnosed this?

Has the student experienced homelessness within the last six months? Yes/No

Does the student speak English as a second language or has limited English proficiency? Yes/No

Student has been suspended, excluded, or expelled? Yes/No

Dates and explanation are logged in Power School for review? Yes/No

Area	***Description***	✓ ***= Yes***
Mood/Behaviors	Anxious /Worried	
	Depressed/Unhappy	
	Eating Disorder	
	Body Image Concerns	
	Hyperactive	
	Inattentive	
	Shy/Withdrawn	
	Aggressive Behaviors	
	Stealing/Theft	
	Other:	
School Concerns	Homework Not Turned In	
	Low Test Scores	
	Low Assignment Grades	
	Poor Classroom Performance	
	Sleeping in Class	
	Sudden Change in Grades	
	Chronic Tardiness	
	Chronic Absences	
	Transfer Student	
Relationships	Bullying	
	Difficulty Making Friends	
	Poor Social Skills	
	Boy/Girlfriend Issues	
	LGBT	
Home Concerns	Fighting with Family Member(s)	
	Illness	
	Death in the Family	
	Parent Divorce/Separated	
	Substance Abuse	

Are additional pages attached to this referral form? YES NO If so, how many pages? _____

_____ _____

Counselor's Signature: Date:

_____ _____

Building Administrator's Signature: Date: