

TEMPORARY Hold (pending JJAEP) Intake Checklist

- Student Discipline Referral copy (specifying *Level 4* offense code and action code of 02, 13, or 15)
 - DAEP: Temp Hold Pending JJAEP Notice
 - ARD/504 MDR paperwork *if* student is coded as such, *to include* STAAR accommodations
 - *most recent* LPAC decision-making documentation *if* student is coded LEP, *to include* STAAR accommodations
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- All documentation above must be legible, thoroughly filled-out, and include signatures (or refusals) of all specified parties *before* an intake date can be provided.
 - Please remit completed packet via email to keysasi@sisd.net or via fax to 915-851-7287 AND to Lupe Lujan @ DSC.
 - Upon administrative review of packet, an intake date will be provided via email to the campus admin team listserv; parent/student will *not* be eligible to attend intake until such time.
 - Parent/student *must* arrive on time to intake and remain for the *entire* process (which can be from 1 to 3 hours, depending on attendance) lest they be rescheduled for another day (accumulating an unexcused absence at home campus), and must have ID and proof of residence.



**SOCORRO INDEPENDENT SCHOOL DISTRICT
DAEP: Temporary Hold Pending JJAEP Expulsion**

Date: _____

KEYS Academy:

The following student is being recommended for expulsion to JJAEP-Cesar Chavez Academy.

Attached please find documentation to substantiate the **Temporary Hold** at KEYS Academy pending the JJAEP intake.

Student Name: _____
ID# _____
DOB: _____
CASE# _____
ESTIMATED PERIOD OF PLACEMENT: _____ DAYS

I will follow-up with Lupe Lujan on a weekly basis to inform you of the status of the JJAEP placement.

If you have any questions, please contact me.

Thank you,

Administrator's Signature

Campus Behavior Coordinator