

UPHOLDING Other District's Placement Intake Checklist

- Student Discipline Referral copy (for *offense* code, match what was found on other district's paperwork and for *incident details* write "upholding ___ ISD placement"; for *action* code, use 08, 09, or 15)
 - Withdrawal Paperwork (or whatever alerted campus to a pending placement)
 - other district's disciplinary paperwork packet
 - DAEP: Uphold Other District Recommendation 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; if an expulsion, also remit 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). Parent must bring ID and proof of residence.



SOCORRO INDEPENDENT SCHOOL DISTRICT
DAEP: Uphold Other District Recommendation

Date: _____

KEYS Academy:

Attached please find documentation to substantiate the continuation of a DAEP placement/expulsion for the following newly enrolled student:

Date of Enrollment: _____
Student Name: _____
SISD ID# _____
DOB: _____
PLACEMENT ORDERED BY: _____ ISD
PERIOD OF ORIGINAL PLACEMENT: _____ DAYS
of DAYS to serve at KEYS: _____

If you have any questions, please contact me.

Thank you,

Administrator's Signature

Campus Behavior Coordinator



SOCORRO INDEPENDENT SCHOOL DISTRICT
DAEP REMOVAL NOTICE LETTER
(Upholding Other District Placement Order)

Name _____
Address _____
City, State, Zip Code _____

RE: (student's name)

Dear _____:

As per the Socorro ISD Student Code of Conduct, a newly enrolled student assigned to a DAEP in another district will be placed directly into the district's DAEP-KEYS Academy for the term designated by the previous district.

Please be advised Socorro ISD will uphold the other district's placement order for the following student:

Date of Enrollment: _____

Student Name: _____

ID# _____

DOB: _____

PLACEMENT ORDERED BY: _____ ISD

PERIOD OF PLACEMENT: _____ DAYS

Student will be eligible to return to _____ School on _____.

Please be advised your son/daughter is prohibited from attending any SISD school functions. If he/she is found on campus or at a school function, the administration will file trespassing charges.

If you need any further assistance, please contact me at (telephone number).

Sincerely,

Assistant Principal Signature

Campus Behavior Coordinator Signature

Parent Signature acknowledge receipt

xc: Principal KEYS