



**Student Services and Alternative Learning Department**

**Transition Students Back to Zone School**

Receive "Transition" information from AL Site Administrator

- Current Schedule
- Pre and Post Assessments (if applicable) (Circle One)  
(DEA, PARCC, ACT, CFA, CSA)
- Attendance Report Rate: \_\_\_\_\_
- Discipline Report Days Served: ALE \_\_\_\_ OSS \_\_\_\_
- Parent Conference information as needed
- Survey Completed

**Parent Community Liaison/Zone School Site Administration**

- Contact Zone School
- Set up meeting with AP assigned to student, counselor,  
Parent (if possible)
  - Secure Student Schedule
  - Determine Start Date
  - Transportation
- Modify Behavior Plan
  - Determine Probation Period (not to exceed 2 weeks)
  - 504 Special Ed Services (if needed, include Sped AP)
- Communicate and verify all information with parent.

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

SSAL Staff/Title: \_\_\_\_\_

Parent: \_\_\_\_\_ Student: \_\_\_\_\_

