

Dear School Administrator:

Thank you so much for your interest in the Alternative Education Center-Safe School Program. In order to serve your student successfully, we need information about their past performance and current needs. The following is a checklist of items we will need BEFORE we can register your student. If you have questions or if you wish further information, please call us at 618-233-6874.

Here is a handy checklist for you to confirm that the referral is complete:

- _____1) Completed Referral Sheet (including specific information on general behavior and expulsion/suspension incidents
- _____2) Copy or precise summary of general behavior and /or office referrals leading to your decision to refer
- _____3) Copy of Current grades (High School students a copy of current transcript)
- _____4) For High School students, completed recommendations of classes at AEC
- _____5) Current working contact information for parents/guardians
- _____6) Copy of any applicable IEP or 504 Plan

Thank you so much for your cooperation. We look forward to working with you.

Sincerely,

Your AEC Safe School Staff

**Alternative Ed Center-Safe School
1722 West Main Street
Belleville, IL 62226
618-233-6874**

2018-19 SY STUDENT REFERRAL FORM

Referring School: _____ District: _____ Date of Referral: _____

Person Making Referral: _____ Title: _____

Phone: _____ Ext: _____ Email: _____

Student Name: _____ Grade entering AEC _____

Student Address: _____ City: _____

D.O.B. _____ Age: _____ Sex: M F Ethnic Origin: _____

How long has student been enrolled in your district: _____ Grades repeated: _____

Student State ID: _____ **(ID mandatory for enrollment)**

1) Guardian: _____ Relationship to student: _____

Address: _____ City: _____ Zip Code: _____

Home/Cell: _____ Work #: _____ Email: _____

2) Guardian: _____ Relationship to student: _____

Address: _____ City: _____ Zip Code: _____

Home/Cell: _____ Work #: _____ Email: _____

3) Guardian: _____ Relationship to student: _____

Address: _____ City: _____ Zip Code: _____

Home/Cell: _____ Work #: _____ Email: _____

Does the Parent/Guardian support the student's enrollment in AEC? YES NO

Reasons for referral **(Please circle all that apply to general behavior and/or expulsion):**

Academics Drugs/Alcohol Assault/Battery Fighting Truancy Weapon Theft

Vandalism Bomb Threat Gang Ideation Threats/Bullying Chronic Insubordination

Destruction of Property Sexual Harassment/Language Other: _____

Please attach a list of office referrals or precise summary (referral is not complete without specific descriptors of problem behaviors).

Actions taken by the school up to this point: _____

Other Suspensions-Reasons and Length: _____

Length of Stay at AEC:

Expulsion: _____ In lieu of expulsion: _____

Suspension: _____

5-8 Grade Student:

IL Constitution _____ Federal Constitution _____ PARRC Test _____

Is the student working to be promoted to their proper grade: YES NO

High School Student:

Credits earned to date: _____ Credits needed for graduation: _____

If SENIOR, expected graduation date: _____ SAT Test: _____

Home School Counselor: _____ Phone # _____

OTHER:

Student recommended for Special Education: YES NO

Student receives special services in any capacity (IEP or 504): YES NO If YES, Please attach

Student involved with any social service agency: _____

Student on Probation: _____ Name of Officer: _____

If any indicated under "Other" please explain: _____

Please scan and email completed referral to pamw@sccroe50.org OR mail to the above listed address. AEC Safe School referral is also available on the R.O.E. website under Programs.

HIGH SCHOOL STUDENT CLASSES for Alternative Ed Center

Please **circle** classes that you want the student to be enrolled in at the AEC. Students cannot be enrolled until classes have been selected. Please select **one** from each subject area.

MATH

Pre-Algebra/Algebra 1

Algebra 2

Geometry

Business Math

ENGLISH

English 1 (9th Grade)

English 2 (10th Grade)

English 3 (11th Grade)

English 4 (12th Grade)

SCIENCE

Biology

Earth

Physical

Wildlife Biology

SOCIAL STUDIES

Civics/Consumer Ed.

U.S. History

World Geography

World History

CREDIT RECOVERY

Accounting

Health

Keyboarding

Psychology

Government

Individual Reading

Marketing

Or any other Core Class listed above: _____

**** If you have a SENIOR that needs a specific class to graduate, please list that class**

_____ **or contact the Alternative Ed Center.**