**Administrative Transfer Procedures**

Please acquaint yourself with the following information prior to referring a student to ROE #40 ACE Programs. It is understood by the parents, student, and referring school district that when it becomes necessary to dismiss a student from ACE, the following is true and in accordance with Safe Schools Law (105 ILCS 5/13A):

* Expulsion-eligible student’s due process has been served by the referring district; and
* The disciplinary status of the student that is in place at the District level at the time of transfer (suspension, expulsion, etc.) remains in place upon dismissal from ACE.

**To refer a student to ACE, the administrator/designee of the referring school must do the following:**

* Confirm with ACE Director/designee to confirm that a slot is available; and
* Sign and send the Administrative Transfer Form to ACE (once official action has been taken by the Board of Education, if applicable); and
* Complete and submit a Demographics form and all areas of the Credit Checklist that apply; and
* Submit the following school records:
* Most recent schedule/transcript
* Attendance for current/prior year
* Behavior/discipline records
* IEP/504 Plan (if applicable)

An enrollment conference shall be held with the referred student and parent/guardian *prior to* a student’s being accepted for enrollment. At this conference, the administrator/designee will review ACE’s policies and procedures and have participants sign contracts of intent to comply with those stated policies.

**Note to referring administrators:**

* Upon the student’s acceptance to ACE, the RCDTS code must be changed to reflect the ROE #40 RSSP RCDTS as the serving school.

*If behavior is a reason for referral: If Truancy or Credit Recovery student only:*

Macoupin: 40-000-0000-00-9301 Macoupin: 40-000-0000-00-9201

Jersey: 40-000-0000-00-9303 Jersey: 40-000-0000-00-9202

Greene: 40-000-0000-00-9302 Greene: 40-000-0000-00-9203

* IAR, ISA, PSAT, and SAT testing arrangements for are the responsibility of the referring school district.
* Instruction arrangements for Drivers Education are the responsibility of the referring school district.

**Administrative Transfer Form**

It has been determined by all parties involved that      , a student within      , shall be transferred to the ROE #40 ACE Programs for the reason(s) of (check all that apply):

Disruptive behavior

Fighting

Weapons

Harassment, nonsexual

Insubordination

Theft or robbery

Threats

Vandalism

Alcohol

Drugs, excluding alcohol

Truancy

Credit Recovery

Other; explain:

Said transfer is effective from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The ending transfer date may be revised upon the recommendations of the Regional Office of Education Superintendent and staff in cooperation with the referring District.

It is understood by the parties that if the student is unsuccessful in fulfilling the requirements of ACE Programs, then the student will be dismissed from ACE Programs, this transfer will be revoked, and the student will be referred back to the referring District.

*Check one of the following if applicable (expulsion-eligible and suspension-eligible students only):*

This transfer is being made in lieu of expulsion. Should the student’s enrollment in ACE Program be terminated, said student will be required to serve the expulsion which was previously held in abeyance.

This transfer is being made following multiple suspensions. Should the student's enrollment in the Program be terminated, then the District's disciplinary procedures/action will take immediate effect.

We have read and understand this Agreement and agree to its terms and conditions.

School Principal Date

Student Date Parent/Guardian Date

Student Demographics

Student Name:       SIS No.:       Birth date:

Home School:       Grade Level:       Gender:       Race:

Address:       City:       ZIP:

Guardian1:       Relationship to Student:       Email:

Cell phone:       Work phone:       Home phone:

Guardian2:       Relationship to Student:       Email:

Cell phone:       Work phone:       Home phone:

Student status:  Currently attending  Suspended until DATE  Expelled until DATE

Is the student currently on probation or under court supervision?  Yes  No

Has the student received special education services in any capacity to-date?  Yes  No

If yes, please attach a copy of IEP or 504 Plan or explain:

Is the student eligible for free/reduced lunch?  Yes  No

Please provide attendance numbers for the current school year to-date or most recent school year attended:

Excused:       Unexcused:       Total Days Enrolled:

Student is being referred to ACE Programs because of (check all that apply):

Truancy  Academic/Credit Recovery  Discipline Problems  Student/Parent Request

Explain specifics:

Credit Checklist

Student Name:       Credits Earned to Date:

Home School:       Credits Remaining to Graduate:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Courses Needed**  (list should reflect the courses needed for the student to be on track at the conclusion of the current school year) | | | | |
| ELA: |  |  |  |
|  |  |  |  |
| Math: |  |  |  |
|  |  |  |  |
| Science: |  |  |  |
|  |  |  |  |
| Social Studies: |  |  |  |
|  |  |  |  |
| Electives: |  |  |  |
|  |  |  |  |
| Others: |  |  |  |
|  |  |  |  |

Check any of the following if needed:

U.S. and State Constitution

Health Education

Consumer Economics

Guidance Counselor (name and phone number)