**Transfer Meeting Worksheet**

Student Name: Current Grade: \_\_\_\_ Date of Meeting:

Area(s) of concern:

Credit Deficiency: student has completed \_\_\_\_ credits and needs \_\_\_\_ credits to graduate  
 Poor Attendance: student has missed: \_\_\_\_  school days/ periods this:  semester/ school year  
 Behavioral Challenges: student is demonstrating the following behavioral challenges: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 1: Meeting Participants**

Education Rights Holder(s) (“ERH”) □ Present? Name:

**Mandatory Participant**

Student □ Present? Name:

**Mandatory Participant**

Counselor/principal/administrator (transferring school) □ Present? Name:

**Mandatory Participant**

Counselor/principal/administrator (continuation school) □ Present? Name:

**Mandatory Participant**

Caregiver(s), if different than ERH □ Present? Name:

Social Worker/Probation Officer □ Present? Name:

Foster Youth Counselor/Liaison □ Present? Name:

Academic Counselor □ Present? Name:

Other □ Present? Name:

Other □ Present? Name:

Other □ Present? Name:

**STEP 2: Eligibility Criteria (required to recommend voluntary transfer to continuation school)**

□ At least 1 intervention per area of concern has been attempted and failed for duration agreed upon in plan  
(Must review and attach previously created [**Prior Intervention Plan**](http://kids-alliance.org/wp-content/uploads/2016/09/FYET_6.2_Prior%20Intervention%20Plan_v3.docx))

□ Student is at least 16 years old AND

□ Student meets the district criteria for transfer to the continuation school, including:[[1]](#footnote-1)

Criterion 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Met □/Not Met □ Explanation of how it was met, or why it is not met:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Criterion 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Met □/Not Met □ Explanation of how it was met, or why it is not met:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Criterion 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Met □/Not Met □ Explanation of how it was met, or why it is not met:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 3: Best Interest Determination (required to recommend voluntary transfer to continuation school)**

□ The team has determined it is in the student’s best education interest to attend a continuation school by  
considering the following:

|  |  |
| --- | --- |
| **BEST EDUCATIONAL INTEREST CONSIDERATIONS\***  Before your meeting, fill in the criteria which reflect the different components of your comprehensive and continuation schools. During the meeting, work with the team to determine which criteria will meet the best education interests of the student. | |
| **COMPREHENSIVE SCHOOL** | **CONTINUATION SCHOOL** |
| **CLASS SIZE** | |
|  |  |
| **CREDITS** | |
|  |  |
| **SCHOOL SIZE AND LAYOUT** | |
|  |  |
| **SUPERVISION** | |
|  |  |
| **TRAUMA INFORMED STAFF** | |
|  |  |
| **COURSE OFFERINGS** | |
|  |  |
| **CAREER READINESS** | |
|  |  |
| **EXTRACURRICULAR ACTIVITIES** | |
|  |  |
| **SCHEDULE** | |
|  |  |
| **HOMEWORK** | |
|  |  |
| **IEP SERVICES** | |
|  |  |
| **OTHER CONSIDERATIONS** | |
|  |  |

**STEP 4: Recommended Classes or Programs, if Voluntarily Transferred to Continuation School**

Recommended Class/Program 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended Class/Program 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended Class/Program 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 5: School Placement Decision**

District Placement Recommendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ERH School Choice: \_\_\_\_

**STEP 6: Return Plan (required prior to voluntary transfer to continuation school)**

Earliest student can return to comprehensive campus (e.g., the first day of the following semester):

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student must meet the following criteria for readmission (e.g., earn 50% of credits off-track for graduation, improve attendance by 5%, etc.):

**Criteria 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criteria 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criteria 3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting for readmission discussion (e.g., the end of the next grading period): DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ERH Consent (please initial the appropriate option):

\_\_\_\_\_\_\_\_\_\_\_\_ I agree with the proposed plan to move my student to a continuation school and acknowledge that

my student has a right to return to their comprehensive school at the beginning of the next school year or at any

other time if the district is in agreement.

\_\_\_\_\_\_\_\_\_\_\_\_ I agree with the proposed plan with the exception of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_ I disagree with the proposed plan.

ERH Signature:

Student Signature:

Comprehensive School Administrator:

Continuation School Administrator:

1. When completing this form, fill in the criteria your district has chosen to determine whether a student is an appropriate candidate for a continuation school. Then, at the meeting, work with the team to review and “check off” whether the student in question has met that criteria or not. Then, explain how they met it, or why they did not. For example, if you have criterion that the student needs to have an 8th grade reading level, you would check off if they have met this or not, and then fill in the test that you used, and what their reading level was. [↑](#footnote-ref-1)