

STAFFING PROCESS CHECKLIST FOR STUDENTS COMING TO OUTREACH PROGRAMS

Student Name: _____	ID #: _____
Grade: _____	Name of Staffing Specialist: _____
Sending School: _____	Assigned School: _____

✓ PUT A CHECK IN EACH BOX AS YOU COMPLETE EACH STEP.

PRIOR TO STAFFING	Check ISIS for:
<input type="checkbox"/> Inform appropriate staff to attend staffing. Include M-DCPS receiving teacher or dept. chair	<input type="checkbox"/> Attendance # of suspensions If 10, must have FAB & BIP
<input type="checkbox"/> Bring 2 blank emergency contact cards.	<input type="checkbox"/> Current psychological report
<input type="checkbox"/> Bring Sample I.E.P.	<input type="checkbox"/> Speech/lang. eligibility
<input type="checkbox"/> Bring Subject Selection forms.	<input type="checkbox"/> OT/PT eligibiity
<input type="checkbox"/> Bring Matrix forms.	<input type="checkbox"/> ESOL/LEP status
<input type="checkbox"/> Bring Transfer of Rights letter for gr. 9-up.	<input type="checkbox"/> FCAT, SRI, SAT test results

DURING STAFFING
<input type="checkbox"/> Provide Program Description.
<input type="checkbox"/> Obtain ESOL information for I.E.P. If student was ESOL prior to ESE, check cum for Home Language Survey, ESOL Program Participation Letter and LEP Plan.
<input type="checkbox"/> Assist in writing goals/objectives.
<input type="checkbox"/> If secondary student, obtain current course information to complete subject selection.
<input type="checkbox"/> Review the completed IEP for accuracy. Refer to sample I.E.P. as needed.
<input type="checkbox"/> For students grade 9-up, complete Transfer of Rights form-1 copy parent, 1 copy student
<input type="checkbox"/> Have parent complete 2 emergency contact cards
<input type="checkbox"/> Check the Florida Certification of Immunization (blue form 680). If immunizations are not up to date, student cannot be registered in our program. See attached for requirements.
Obtain copies of:
<input type="checkbox"/> Data input sheet
<input type="checkbox"/> Notification of Meeting (attach to IEP)
<input type="checkbox"/> IEP plus inserts: (K - 8) B & D; (9 - 1 2) A (Spec. Diploma), B, C, & D
<input type="checkbox"/> Matrix
<input type="checkbox"/> Psychological evaluation
<input type="checkbox"/> Change in Program Eligibility and/or Placement of an Exceptional Student
<input type="checkbox"/> Transfer of Rights letter (Gr. 9-up) to place in cum.
<input type="checkbox"/> Florida Certification of Immunization

SENDING SCHOOL/STAFFING SPECIALIST RESPONSIBILITIES:
<input type="checkbox"/> Arrange transportation to assigned school. Advise parent of 10 day timeline. Ask parent to transport student to and from new program for the first day so that student can be enrolled.
<input type="checkbox"/> If parent not in attendance, sending school must send home Parent Notification of Physical Restraint Procedures.

AFTER STAFFING-DEPARTMENT CHAIRPERSON/TEACHER RESPONSIBILITIES:
<input type="checkbox"/> If transportation not arranged first day student is present, complete Request for Bus Transportation and fax to Ms. Nancy Singleton (3 0 5) 2 7 9 - 6 1 1 4 .
<input type="checkbox"/> Send subject selection form to ESE Outreach Registrar
<input type="checkbox"/> Makes copies of IEP for staff working with student
<input type="checkbox"/> Send copy of data input sheet to Ms. Gordillo. If ESOL, send ESOL ESE Data input & IEP p2
<input type="checkbox"/> Send 1 emergency contact card to Ms. Gordillo & keep 1 in program
<input type="checkbox"/> Input new student information in computer database

MEMORANDUM

FCS139/2003-2004

February 19, 2004

305-995-1235

TO: Elementary School Principals

FROM: F. Craig Sturgeon, Assistant Superintendent
Full Service Schools/ Attendance Boundary Committee

SUBJECT: IMMUNIZATION REQUIRMENTS FOR SCHOOL YEAR 2004-2005

Florida Statues 232.032 and 402.305, and Florida Administrative Code Rule 10D-33.088, mandate compulsory immunization for school attendance. Additional immunizations are required for preschool students.

- Effective with the 2004-2005 school year, children entering, attending, or transferring to preschool through 6th grade in Florida will be required to have completed the hepatitis B series.
- Effective with the 2003-2004 school year, children entering attending, or transferring to preschool, kindergarten, first grade, second grade and third grade in Florida schools will be required to have the Varicella (chicken pox) vaccine. In each subsequent year thereafter, the next highest grade is included. Varicella is not required if a child has documentation of history of Varicella disease.

It should be noted that students who have met the minimum requirements will be permitted to attend school until their temporary medical exemption status expires, or until they provide documentation indicating state-mandated immunization requirements have update, and correct immunization record for compliance in a timely manner. **It is essential that the original Florida Certificate of Immunization, 680, be maintained in each student's cumulative health jacket.**

Please call Ms. Wilma Steiner, Instructional Supervisor, Comprehensive Health Services, at 305-995-1238, should you have any questions.

FCS:iú

Cc: Ms. Mercedes Toural
Mr. Ronald K. Felton
Ms. Willa S, Young
ACCESS Center Assistant Superintendents
Ms. Wilma Steiner
Ms. Sandra Smith

IMMUNIZATIONS

HEPATITIS B (three doses) - KG, 1,2,3,4,5,7,8,9,10,11,12

TWO MEASLES DOSES - Kg thr. 12Th grade

TETANUS-DIPHThERIA (TD) BOOSTER (administered within the past five years, is also required for 7, 8, 9, 10, 11, 12 grade.

VARICELLA (chicken pox) - P-Kg, Kg, 1st and 2nd grades

The minimum immunization requirements are:

- * the first dose of the hepatitis B
- * a second dose of measles
- * a tetanus-diphtheria booster

Blue card form 680 must be filled in with all above requirements by the time a student is staff-in our program. Also, Student Health Examination, Form 3040, including proof of tuberculin skin test, reading the test, and appropriate follow-up.