

Format for Regular Education Records

POCKET 1

- Contact Log
- Special Education Telephone Verification Sheet
- Request for Records (if not received, request every five (5) days)
- Youth Admission Form

POCKET 2

- Student Class Schedule (DJJ)
- Student Withdrawal Form (DJJ)
- TABE Survey
- High School Diploma/GED
- DJJ Progress Reports/Report Cards
- DJJ Transcript
- Infinite Campus Academic Plan/Progress Report
- Certificates (TCC, ServSafe, Georgia Best)

POCKET 3

- All Public School Records
(Class schedules, withdrawal forms, transcripts, report cards, schedules, progress reports, behavior reports, state test scores, including tests given in DJJ, etc.)

POCKET 4

- Education Transition Plan (YDC Only)
- Bullying Prevention Quiz
- GED Parental Permission Form
- GED Program Admission Form
- All Other Information (Hearing/Vision/Scoliosis Screening, Immunization, Social Security Card, Birth Certificate, SST, RTI, Section 504, etc.)

Format for Special Education Records

POCKET 1

- Record Access Form
- Contact Log

POCKET 2

- Due Process Checklist
- Hearing & Vision Screening

POCKET 3

- Individualized Educational Program (IEP-with the most recent IEP on top)
- Transition Plan

POCKET 4

- Parental Consent for Evaluation/Reevaluation
- Parental Consent for Placement
- Eligibility Report
- Reevaluation/Redetermination Eligibility
- Psychological Report
- Psychiatric Report
- Social Histories
- Other Related Evaluations or Reports

POCKET 5

- Continuation of Service Form
- Notice to Parent of IEP/Eligibility Meeting
- Letter to Parent if not attending IEP Meeting

POCKET 6

- Youth Admission Form
- Special Education Verification Form
- Request for Records
- TABE Survey

POCKET 7

- Current Class Schedule
- Student Withdrawal Form
- DJJ Permanent Record/Transcript
- Infinite Campus Academic Plan/Progress Report
- Academic Tracking Sheet (for all courses)
- DJJ Progress Reports/Report Cards
- IEP Progress Reports

POCKET 8

- Education Transition Plan (YDC Only)
- Bullying Prevention Quiz
- High School Diploma/GED
- GED Parental Permission Form
- GED Program Admission Form
- All Other Information (RTI, SST, 504, Birth Certificate, Social Security Card, etc.)
- All Local School System Records
- Standardized Test Scores DJJ/Public School
- Certificates (TCC, ServSafe, Georgia BEST, etc.)