ESSA Staffing Checklist

Please have as much information as possible available at the ESSA staffing/conference call. The following is a list of information that may be discussed.

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_ Current Grade:

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| --- | --- |
| How long has the child attended the school of origin? |  |
| Is the current school of origin the child’s zoned school?  |  |
| How many schools has the child attended in your school district? |  |
| Is the child ESE or have a 504 Plan? If so, what are his or her services and/or accommodations? |  |
| Is the child currently in the MTSS or RTI process? If so where are they at? |  |
| Does the child have a mentor or connection to the school? |  |
| What is the child’s attendance record? |  |
| Is the child a bus rider, car rider or walker? |  |
| Does the child have a discipline record? |  |
| Does the child have any siblings at the same school? |  |
| Has the child ever been retained? If so when? |  |
| Middle School student; are they on track with units? |  |
| High School student; are they on track with credits? 18 or 24 credit option?  |  |
| If the child stays in school of origin, how long of a bus ride will it be for the child? |  |
| How long would it be before transportation can be set up? |  |
| Is the child involved in any extracurricular activities? |  |
| Is the child’s school of origin a Title 1 School? |  |