



FILE CHECKLIST

Program Year (circle one) 25/26 26/27 27/28 28/29 29/30

Student Name _____ Grade _____

ENROLLMENT PROCESS (student is returning, see _____ program year for this info)

- _____ Application (once)
- _____ Interest Interview (once)
- _____ Parent Interview (once)
- _____ Intake Interview (once)
- _____ Most recent English/Math standardized test scores at time of entry (once)
- _____ 60 Day Probationary Contract (once)
- _____ Program Welcome Letter (once)

PROGRAM YEAR PARTICIPATION AND ATTENDANCE

- _____ Program Commitment Form (yearly)
- _____ Emergency Medical Form (yearly)
- _____ Adviser/Participant Agreement (yearly)
- _____ Client Characteristics Form (yearly)
- _____ ISP (yearly)
- _____ Community Service Form (yearly)
- _____ End of year standardized test scores (yearly)
- _____ Tutoring Plan (as occurs)
- _____ Tutoring Forms (as occurs)
- _____ Personal Counseling Forms (as occurs)
- _____ Trip Permission Forms – Christmas/spring/college visits etc. (as occurs)
- _____ Saturday Session Evaluations and Absence Reports (monthly)
- _____ ___ Sep ___ Oct ___ Nov ___ Dec ___ Jan ___ Feb ___ Mar ___ Apr ___ May
- _____ Saturday Session School Related Absence Request Forms (as occurs)
- _____ Saturday Session Class Schedule
- _____ AY Drive/Ride Forms (as occurs)
- _____ Technology Checkout Forms (as occurs)
- _____ Mid-term Progress Reports
- _____ ___ 1st 9 Weeks ___ 2nd 9 Weeks ___ 3rd 9 Weeks ___ 4th 9 Weeks
- _____ Report Cards and End of Year Transcripts (yearly)
- _____ ___ 1st 9 Weeks ___ 2nd 9 Weeks ___ 3rd 9 Weeks ___ End Transcript
- _____ Summer Forms – Commitment, Medical, Drive/Ride, Grade Report (yearly)
- _____ Summer Forms – Bridge Grade Report, Summer Stipend Report (yearly)

GRADE SPECIFIC ITEMS (for grade specific items, if the item does not correspond to that student's grade level, leave it blank and do not write NA).

- _____ ACT Intent Form – grade 11 (once)
- _____ ACT Scores – grades 11 and 12 (yearly)
- _____ Post-secondary Enrollment Survey – grade 12 (once)
- _____ My College Search Sheet – grade 12 FTF (once)
- _____ My College Planner – grade 12 FTF (once)
- _____ 2-4 Types of Proof of College Acceptance – grade 12 (once)
- _____ Copy of FAFSA Report or FAFSA Results – grade 12 (once)
- _____ DCEA Onepay Form – grade 12 (as occurs)
- _____ Exit Form - required for grade 12 and as occurs for all other grade levels
- _____ NA Explanation Form – all grades (yearly)
- _____ Misc - Any other document deemed important by the adviser (as occurs)

NEW STUDENT VERIFICATION (complete this at the end of the year – pull the student's application and double check they were classified correctly).

After careful review of the student's application and entry test scores, I have verified the student qualifies as BOTH FG Only LI only.

This student is or is not considered high-risk.

Does the student's classification in Blumen match the above data? Yes No

SUMMER PROGRAM PARTICIPATION

Did student participate in the summer program? Yes No

Did student successfully complete the summer program? Yes No

Did student complete the career work study program? Yes No

Did student complete the bridge program? Yes No

Did student attend the summer trip? Yes No

Adviser Signature _____

Date this file was completed _____