

NEW STUDENT INTAKE CHECKLIST

Student Name: _____ CAMPUS ID# _____

First Contact Person: _____

Last Contact Person: _____

Date: _____

Time In: _____ Time Out: _____

- Demographics---EVERY BOX completed (or "N/A")
 - DOB & Age
 - Social Security Number
 - Address
 - Computer Lab Use form signed & witnessed
- CASAS Form #: _____
 - Name & CAMPUS ID #
 - Appropriate Levels labeled
 - Graded correctly
 - Dated M/D/Y & initialed by contact person
- Underage Students
 - Parent Permission Form
 - High School Withdrawal/Homeschool Reg. #
- Action Plan
 - Completed by interviewer
 - Appropriate written & NRS Goals
Verify appropriate goals are set (watch scores)
 - Correct class assignment
 - Orientation for new students
 - Study groups (If have not attended Orientation)
 - Classes (If they have attended Orientation)
 - Referrals
 - Session dates labeled
 - Signature of student and Contact person

Put into student folder for processing. Thank you for your help.

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