

# CASE MANAGER CHECKLIST

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date Referred: \_\_\_\_\_

Assigned Case Manager: \_\_\_\_\_

After the initial SAP referral, the following steps need to be taken:

DATE	TASK	
	Request student's teachers to complete the S.I.F. no later than (                    )	
	Compare previous report card with current grades	
	Examine cumulative folder – grades, test scores	
	Look at attendance for patterns of absenteeism	
	Examine discipline folder and note consequences received by the student	
	Consult with nurse for pertinent information (if he or she has contact with student)	
	Consult with counselor for pertinent information (if he or she has contact with student)	
	Consult with administrator (if he or she has contact with student)	
	Conference with the student	
	Prepare to present the information at the next SAP meeting	
	Call parent and send questionnaire & consent home. Arrange time to discuss or invite to team meeting	
	Parent Informed Written Consent obtained. If not, what strategies can be used to obtain? Date attempts were made and outcome:	
		<b>DATE</b>
	Team planning meeting held	
	Action plan developed	
	Action plan implemented	
	Action plan reviewed/adjusted	
	Date of SAP team review	<b>Outcome</b>
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	Outcomes: Was attendance an issue? Has it improved or stabilized?	
	Outcomes: Grades: have the number of D's and F's declined?	
	Outcomes: Discipline: have the number of suspensions declined?	
	Outcomes: Student has graduated?; has been promoted to next level?; has been retained?; Other: please specify:	
	Recommendation: continue SAP services next year?	
	Complete PA 4092	