

APPENDIX 9

ENROLLMENT CHECKLIST

ACTIVITY	COMPLETED
Enrollment completed, including warm welcome by enrollment staff	
Basic needs questionnaire completed (e.g. "Educational Services For Homeless/Transitional Students Confidential Referral Form" from LA DOE (2003). http://www.doe.state.la.us/lde/uploads/2529.pdf)	
Basic needs indicated on questionnaire have been met	
Free meals in place	
School tour completed, personal meeting with principal completed	
Needed academic assessments completed and immediate academic placement made	
Parents interviewed about potential special needs, and interim IEP in place if necessary	
Orientation to student handbook completed	
Parent meeting and orientation completed	
Involved in school-wide welcome activities	
Involved in classroom-based welcome activities	
Peer buddy assigned	
Adult mentor assigned	
Extracurricular activity options discussed and participation encouraged	
Barriers to extracurricular participation removed	
Any needed immunizations and physical exams completed	
Academic records obtained	
Crisis counseling available and access encouraged	