

# WCPSS Alternative School Referral

Referring School:

**Indicate alternative school to which you are applying:**

Mount Vernon Middle School ☐

Mary Phillips High School ☐

River Oaks Middle School ☐

## The Admission Process

Applications for admission are reviewed on regular basis as indicated on each alternative school's website.

**Mount Vernon and River Oaks:** After receipt of the completed application packet, the alternative school will contact the referring school to schedule an intake meeting. If the student is accepted, a student/parent orientation date will be scheduled. Upon notification of acceptance and the orientation date, the referring school will arrange for the student and parent to attend the orientation session at the alternative school. **Parent attendance at this orientation session is REQUIRED to enroll the student.**

**Mary Phillips:** Upon notification of acceptance Mary Phillips will arrange an orientation date with parents and student.

Alternative School Referrals received after the 3<sup>rd</sup> Quarter of the school year will be considered for the next school year. Intake meetings for these referrals will be scheduled in April, May and June for the following year.

### Directions:

1. Deliver a completed paper copy of the referral with all documents indicated below via courier or hand delivery to the selected alternative school.

**The following MUST be included in the application packet:**

- \_\_\_\_\_ Application for Admission Form
- \_\_\_\_\_ Teacher Report Form (minimum of three from core subject teachers)
- \_\_\_\_\_ Family/Student Interview Form
- \_\_\_\_\_ Report Card for current school year
- \_\_\_\_\_ Report Card from previous school year
- \_\_\_\_\_ Attendance Summary from PowerSchool
- \_\_\_\_\_ Student History Report in EVAAS
- \_\_\_\_\_ Copies of any suspension or discipline notices
- \_\_\_\_\_ Copy of any psychological assessment/SPED testing information (if applicable)
- \_\_\_\_\_ Behavior Intervention Plan (if applicable)
- \_\_\_\_\_ Copy of the IEP (if a SPED student)
- \_\_\_\_\_ Copy of Tier II/III or 504 plan (if applicable)
- \_\_\_\_\_ ACCESS Scores (if applicable)
- \_\_\_\_\_ Transcript (Mary Phillips only)