

## **Each student should have the following in their informal review google drive file:**

- 1. Informal Review (FPR) with the first page and goals completed**
  - This needs to be uploaded to AEDY
  - Then this is completed on the day of the informal review, do not forget to upload a copy if the signature page
- 2. Scanned image of the parent completed SDQ**
  - Make sure front and back are scanned
- 3. Scanned image of the student completed SDQ**
  - Make sure front and Back are scanned
- 4. Copy of SDQ score and color report**
  - A PDF can be created right from the SDQ site
  - Hard copy of scores goes into student file in the main office
- 5. Completed student snapshot**
  - When completed, make sure copies are made for teachers and put into mail boxes
  - If student has an IEP we can copy them front and back for teachers
- 6. Completed/signed behavior support plan**
  - Scan both sides
  - Hard signed copy goes into student file in main office
- 7. Completed Knight packet**
  - Make sure behavior goals are on them
  - Jess will put academic goals for IEP students and Hopler will complete for ELL otherwise we do the academic goals
  - Once completed share just the Knight Packet with Hopler