

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