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

BCIU-14 counseling Bailey