

Due Process Packet Checklist for Principal

Student: _____ School: _____

Within two (2) business days following the date of the principal's conference or seven (7) business days of the incident, whichever is sooner, the packet must be received by the district hearing officer.

- ___ documents are complete with proper grammar and spelling
- ___ copy of certified letter – notification of school level hearing
- ___ pages 1 – 5 from the due process packet
- ___ eSchool student summary pages
- ___ student transcript
- ___ present grades
- ___ building level hearing minutes
- ___ name, title and signature of person who completed the minutes
- ___ a summary of the incident to be read at all hearings
- ___ name, title and signature of person who wrote the incident summary
- ___ incident report form sent to district office
- ___ copy of all suspension papers (with upgrades or extension of suspension days)
- ___ police report
- ___ discipline reports (present and previous year)
- ___ attendance reports (present and previous year)
- ___ statements from student witness or witnesses (statement includes date, printed name, and signature)
- ___ statements from adult witness or witnesses (statement includes date, printed name, and signature)
- ___ statements from victim(s) (statement includes date, printed name and signature)
- ___ statements from student accused of code violation(s) (statement includes date, printed name and signature)
- ___ student with disability - manifestation meeting minutes
- ___ behavioral intervention plan

Principal's Signature: _____

Date: _____