

**SEVIER COUNTY SCHOOL SYSTEM
EXPULSION PACKET CHECKLIST**

Instructions: Please submit all information identified in this checklist to Dr. _____, Expulsion Coordinator **within 48 hours** of your determination that an expulsion should be considered. All materials should be complete and legible.

Student _____ ID# _____

Today's Date ____/____/____ Date of Incident ____/____/____

School _____ Principal _____

ESE Designation _____ Total Days of Suspension this year: _____
(including this suspension.)

_____ Student Expulsion Case Data Sheet.

_____ Copy of Due Process Checklist and suspension letter from principal to parents/ guardians.

_____ Letter to the superintendent from principal recommending expulsion.

_____ Clear and complete information concerning the incident, including Expulsion Rationale from administrator handling case.

_____ Written statements from student(s) involved, witnesses, or others having information regarding this matter. **All statements should be in ink, signed and dated.**

_____ Police report (if incident required law enforcement involvement).

_____ If a firearm is involved, a police report needs to be filed and a property records form filled out. **Send a description and picture of the firearm with the packet. Knives, mace, brass knuckles, etc, need to be turned in with the packet (or a picture).**

_____ If drugs are involved, provide preliminary or positive ID of substance and police/sheriff report. Police/sheriff must be contacted.

_____ Academic status of student, including any special program in which he/she is assigned. (Attach grade reports)

_____ Accident report, if incident caused an injury.

_____ The original Settlement Agreement.

_____ Discipline file _____ Medical record

_____ Cum record _____ Completed Second Chance Referral

_____ Signed Deferred Expulsion or Settlement Agreement if applicable