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 **REGISTRATION FLOW CHART CHECKLIST**

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GR\_\_\_\_\_\_DOB\_\_\_\_\_\_\_\_\_ ID\_\_\_\_\_\_\_\_\_\_\_\_ Enrolling campus\_\_\_\_\_\_\_\_\_\_\_**

**Date of Enrollment at current campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECECT ONE**

* IN-DISTRICT TRANSFER
* OUT OF DISTRICT TRANSFER (within Texas)
* OUT OF DISTRICT TRANSFER ( outside Texas or USA) \_\_\_\_\_\_\_\_\_(initials)
* **RECORDS REQUEST** (including original Home Language Survey and LEP records)

**In District**  **Out of District**

 Requested\_\_\_\_/\_\_\_\_/\_\_\_\_ Requested \_\_\_\_/\_\_\_\_/\_\_\_\_\_

 Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Received \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_

* **CHECK LEP STATUS IN SKYWARD FOR ALL STUDENTS UPON ENROLLMENT**
* Student show active LEP upon enrollment **YES/NO**
* Student has false **no show** end date ( example 8/2/14)
* Student has false withdrawal end date ( date student withdrew)
* Student has true **LEP** end date (includes ending comment) \_\_\_\_\_\_\_(initials)
* **SEARCH/PRINT TESTING HISTORY ON TEXAS ASSESMENT DATA PORTAL (TADP)**
* Found TELPAS history
* NO TELPAS history \_\_\_\_\_\_\_(initials)
* SCHOOL HISTORY WORKSHEET COMPLETE \_\_\_\_\_\_\_\_\_(initials)
* ASYLEE/REFUGEE DOCUMENTS **YES/NO**  \_\_\_\_\_\_\_\_\_(initials)
* HOME LANGUAGE COMPLETE \_\_\_\_\_\_\_\_(initials)
* IPT TESTING NEEDED **YES/NO**  \_\_\_\_\_\_\_\_(initials)
* IOWA TESTING NEEDED **YES/NO**  \_\_\_\_\_\_\_\_(initials)

 **IPT TEST RESULTS (if applicable)**

 Date Tested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Examiner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 English \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Spanish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IOWA TEST RESULTS (if applicable)**

 Date Tested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Examiner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Test result % \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_%