

Student Information	
Student Name	
Student Grade Level	
School District	
School Building	
District Representative	
SSID#	
Referred by	

Process Component	Date Sent/ Notified	Date Received/ Completed
Parent Intake Questionnaire		
School Intake Questionnaire		
Student Records (SSID Number, ETR, IEP, Behavior, Medical, etc.)		
Schedule School Tour		
Student Observation		
Change of Placement Meeting		
Transportation Determined & Transportation Director Notified		
School Nurse Services		
Enrollment Package		
Copy of Birth Certificate		
Copy of Shot Record		
Copy of Most Current Physical		

**Next Steps:** \*The SSA Department will contact the parent/guardian to to complete the C/OEDI Children's Ohio Eligibility Determination Instrument (C/OEDI)\*