

OFFICE OF HEARINGS & EXPULSIONS CHECKLIST

Student _____ Hearing Date _____ Time _____

Hearing Officer _____

DOCUMENTS REQUIRED FOR ALL STUDENTS RECOMMENDED FOR EXPULSION (Reg. Ed., 504, Sp. Ed.)

To be placed in order as follows

OK	REQUIRED DOCUMENTS
	Checklist
	Principal's Due Process Form
	Suspension/Expulsion Recommendation Form (AP1/AP3)
	LA Dept. of Ed. School Behavior Report (A or B)
	LA Dept. of Ed. School Bus Behavior Report (if applicable)
	Administrator's Case Narrative
	Student Statement
	Witness Statement (A or B)
	Evidence on the case (i.e. pictures, video)
	School Drug Task Force Report (if applicable)
	Teacher Observation of Student
	Discipline Records
	PBIS Behavior Tracking Form/Interventions
	Evidence of Interventions
	Current Grades
	Attendance Report
	Copy of Postal Receipt

*** All grades should be entered prior to hearing**

ADDITIONAL Items Required for ESS Students:

OK	ITEMS REQUIRED
	Parental Notification
	Due Process Checklist
	ESS 24 Hour Delay Findings
	Manifestation Determination Review (MDR)
	Functional Behavior Assessment (FBA)
	Behavior Intervention Plan (BIP) and Documentation of Implementation (i.e. Charting)
	IEP folder with the following documents/forms/pages:
	(1) Current evaluation (must be within the past three years) or Documentation of a Waiver
	(2) Current IEP (must be within the past year – include Initial Health Plan if applicable)
	List the exceptionality and the Diagnosed Impairments from Evaluation: _____

ADDITIONAL Items Needed for 504 Students:

	504 Relatedness Decision Form: Individual Accommodation Plan (IAP)
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