

Student File Checklist:

- Individual student tracking, separated and clipped monthly (tracking form + any additional individual documentation such as individual contact home, 3 year grad planning, report card checks, equity applications, teacher individual email etc.)
- evidence of at least 3 supports monthly including September / ABED student + 1 face to face contact in September, documented.
- Check ancestry for each student - in main school files (registration form)
- Parents have had the opportunity to amend this (ABED 1701 form)
 - OR** documented evidence of parental consent (phone, email, in-person) or at least 2-3 attempts to reach home by phone, email etc. before September 30.
- parent survey, attached or discussed in person, by phone, or by email (documented)
- confirmed annually

Begin with ABED District Binder Handbook and add School ABED Info:

- School Action Plan - complete and detailed
- ABED Binder - complete with all ABED District info: Welcome back to School Year, ABED handbook, FPPL, Territory Acknowledgement, Elder Protocol, Guidebook, Student Equity Form, 3 Year Grad Planning, ACE, Glossary of Terms...
- Print out any school meetings that involve ABED (SBT, team meetings etc)
- Monthly summaries - your school only
- ABED notices - from school such as advertising events etc.
- District ABED notices – district events
- ABED newsletters
- LEA (if in Creston and you have nominal role students) and LEA Management meeting minutes.

***all school and district events should be emailed home to families.**