

**Transition Back to School (Re-Entry Plan for Students)**

**PURPOSE:** The purpose of this information is to help all students have a successful transition back to school. We would like to have this information - at a minimum, as soon as possible but before any child returns to school.

This information is sensitive and will be treated as such. Again, this is just to help the school be more prepared to welcome your child back.

**INSTRUCTIONS:** Please have the placing agency and/or agency where your child is residing/attending submit this form as soon as possible before student's return to home school. *Please fill out as much information as possible but at least SECTION ONE of the form, which will suffice for an official excuse for missed school days.* See back for contact information of each school district to fax or email form.

**SECTION ONE: The most helpful information is in this section; please complete as much as possible.**

|   |                                |                       |
|---|--------------------------------|-----------------------|
| <b>Student Name:</b>                    | <b>DOB:</b>                    | <b>Student grade:</b> |
| <b>School District or Name:</b>         | <b>Dates of Attendance:</b>    |                       |
| <b>Agency Where Student Was Placed:</b> | <b>Discharge Date:</b>         |                       |
| <b>Agency Contact Name:</b>             | <b>Contact Phone or Email:</b> |                       |

**SECTION TWO:** This information would be very useful for re-entry to school and is in your child's best interest. If you agree, please complete this section.

|   |              |           |
|---|--------------|-----------|
| <b>Has the student identified school staff who are supportive?</b>  | <b>Name:</b> |           |
| <b>Does he/she know how to access them?</b>   | <b>Yes</b>   | <b>No</b> |
| <b>Are you requesting a meeting with school prior to discharge?</b>                                       | <b>Yes</b>   | <b>No</b> |
| <b>Does the student have any specific concerns about returning to school? Please share here:</b>          |              |           |
| <b>Recommended coping strategies, school placement, effective interventions and other considerations:</b> |              |           |

**SECTION THREE:** Any other information you feel would be useful to ease the transition back to school.

| <b>Discharge plan and/or agency affiliation (can attach discharge plan in lieu of completing this section)</b> |                     |                    |                |
|--|---------------------|--------------------|----------------|
|  | <b>Contact Name</b> | <b>Phone/Email</b> | <b>Release</b> |
| <b>Mental Health:</b>  |                     |                    | <b>Yes No</b>  |
| <b>Probation:</b>  |                     |                    | <b>Yes No</b>  |
| <b>Acute Partial Program:</b>  |                     |                    | <b>Yes No</b>  |
| <b>Children and Youth:</b>   |                     |                    | <b>Yes No</b>  |
| <b>Any Other Agency:</b>   |                     |                    | <b>Yes No</b>  |
| <b>Please indicate next appointment, if known:</b>   |                     |                    |                |

**(office use Only)**

**Expected Date of Return:**

**Case Manager:**

Follow Up From School Staff Needed: Yes No

| School District     | Contact              | Title   | Email                          | Phone                        | Fax          |
|---------------------|----------------------|---|--------------------------------|------------------------------|--------------|
| Allentown           | Julie Schaible       | Student Services Coord.,<br>Child & Family Services | schaiblej@allentownsd.org      | 484-765-4033                 | 484-765-4085 |
| Bethlehem Area **   | Vivan Robledo-Shorey | Director of Student Services                        | vrobledoshorey@basdschools.org | 610-861-0500<br>(ext. 60243) | 610-807-5599 |
| Catasauqua Area **  | Shelly Keffer        | Coordinator of Student Services                     | keffers@cattysd.org            | 610-264-5571                 | 610-264-5618 |
| East Penn           | Thomas Mirabella     | Director of Student Services                        | tmirabella@eastpennsd.org      | 610-966-8372                 | 610-965-1628 |
| Northern Lehigh **  | Karen Nicholas       | Assistant Superintendent                            | knicholas@nlsd.org             | 610-767-9800<br>(ext. 2)     | 610-767-9809 |
| Northwestern Lehigh | Jennifer Holman      | Assistant Superintendent                            | holmanj@nwlehighsd.org         | 610-298-8661                 | 610-298-8002 |
| Parkland            | Rodney R. Troutman   | Assistant Superintendent                            | troutmanr@parklandsd.org       | 610-351-5506                 | 610-351-5508 |
| Salisbury Township  | Elena Steidinger     | Supervisor of Special Ed                            | esteidinger@stsd.org           | 610-797-2062                 | 610-791-9983 |
| Southern Lehigh     | Andria Buchman       | Director of Special Ed                              | buchmana@sbsd.org              | 610-282-3121<br>(ext. 5501)  | 610-282-0193 |
| Whitehall-Coplay    | Chris Schiffert      | Assistant Superintendent                            | schiffertc@whitehallcoplay.org | 610-439-1431                 | 610-435-0124 |

\*\* NOTE: School District is split between Lehigh & Northampton Counties

| Alternative School | Contact                | Title  | Email                | Phone                       | Fax          |
|--------------------|------------------------|--|----------------------|-----------------------------|--------------|
| ALAS* – Allentown  | Molly Flood            | Supervisor   | floodm@cliu.org      | 610-769-1165<br>(ext. 1401) | 610-769-1164 |
| LLAS* – Lehigh     | Sam Jones              | Supervisor   | jones@cliu.org       | 610-794-1300<br>(ext. 1320) | 610-769-1154 |
| CLAS* – Carbon     | Elena Steidinger       | Supervisor   | steidingere@cliu.org | 610-769-1160<br>(ext. 1255) |              |
| LCTI CAP           | Darin Van Norman       | Career Academy Prin.,<br>Supervisor Career & Tech Ed | vannormand@lcti.org  | 610-799-1353                | 610-799-1808 |
| LCTI Academic      | Phil Bertolino         | Academic Center Principal                            | bertolinop@lcti.org  | 610-799-1364                | 610-799-1808 |
| LCTI               | Grace Leoffler-Guildin | Director of Acad. & Special Programs                 | guldin@lcti.org      | 610-799-1808                | 610-799-1392 |

\* LAS = Learning and Achievement School

| Charter/Other School                           | Contact            | Title                     | Email                     | Phone        | Fax          |
|--|--------------------|---------------------------|---------------------------|--------------|--------------|
| Allentown Central Catholic                     | Randy Rice         | Dir. Of Pupil Services    | rrice@acchs.org           | 610-437-4601 | 610-437-6760 |
| Arts Academy Charter Middle School             | Kristen Stachina   | School Counselor          | kstachina@arts-cs.org     | 610-351-0234 | 610-351-0251 |
| Executive Education Academy Charter School     | Tiffany O'Brien    | Chief of Student Services | tobrien@ee-schools.org    | 610-841-7044 | 610-841-7187 |
| Lehigh Valley Charter High School for the Arts | Joanellyn Schubert | Dean of Student Services  | jschubert@charterarts.org | 610-868-2971 | 610-868-1446 |

To: School Personnel \_\_\_\_\_ (Intended for Recipient Only) \*\* Immediate

|   |                  |                      |                             |              |              |
|---|------------------|----------------------|-----------------------------|--------------|--------------|
| Lincoln Leadership Academy Charter School | Lakisha Gonzalez | School Social Worker | lgonzalez@llacslv.com       | 484-860-3300 | 484-860-3307 |
| Seven Generations Charter School (Gr K-5) | Dori Micio       | School Counselor     | Dorienne.micio@sevengen.org | 610-421-8844 | 610-421-8849 |
| Roberto Clemente Charter School           | Bethann Hankin   | School Counselor     | bhankin@myrccs.com          | 610-439-5181 | 610-435-4731 |

*This form was developed by the Lehigh County Children's Roundtable, Subcommittee on Education Success and Truancy Prevention.*