

Dear School Administrator,

Thank you for your interest in the Alternative Education Center Safe School Program. To best support your student's success, we require information regarding their academic history and current needs.

Please see the checklist below for the documents we need **prior to registering the student**. If you have any questions or need further information, feel free to contact us at **618-233-6874**.

Thank you for your cooperation and partnership.

Sincerely,
The AEC Safe School Team

Here is a checklist for you to confirm that the referral is complete:

- Completed Referral Sheets (pgs. 2-4)
- Completed High School Classes Recommendations **Each Semester** of AEC Enrollment (pg. 4)
- Copy of Student's Discipline Report
- Copy of Current Grades (5th - 8th)
- Copy of Current High School Transcript (9th 12th)
- Copy of any applicable IEP or 504 Plan
- Copy of Board Hearing if Applicable



Alternative Ed Center-Safe School
1722 West Main Street
Belleville, IL 62226
618-233-6874

2025-26 SY STUDENT REFERRAL FORM

Referring School: _____ District: _____ Today's Date: _____

Person Making Referral: _____ Title: _____

Phone: _____ Ext: _____ Email: _____

Home School Contact for Student Records: _____ Title: _____

Phone: _____ Ext: _____ Email: _____

Student Name: _____ **Grade entering AEC:** _____

Student Address: _____ **City:** _____

D.O.B. _____ **Age:** _____ **Sex:** M F **Ethnicity:** _____

How long has student been enrolled in your district: _____ **Repeated Grades:** _____

Student State ID: _____ **(ID Mandatory for Enrollment)**

1. **Guardian:** _____ **Relationship to Student:** _____

Address: _____ **City:** _____ **Zip Code:** _____

Cell # _____ **Email:** _____

2) **Guardian:** _____ **Relationship to Student:** _____

Address: _____ **City:** _____ **Zip Code:** _____

Cell # _____ **Email:** _____

3) **Emergency Contact:** _____ **Relationship to Student:** _____

Cell # _____

Reasons for Referral (Please circle all that apply to general behavior and/or expulsion):

Academics Drugs/Alcohol Assault/Battery/Fighting Truancy Weapon Theft

Vandalism Bomb Threat Gang Ideation Threats/Bullying Chronic Insubordination

Destruction of Property Sexual Harassment/Language Other: _____

Please attach a list of office referrals or summary of behaviors.

Actions taken by the school up to this point: _____

Siblings Names: _____

Length of Stay at AEC:

Start Date _____

End Date _____

Expulsion Dates _____

In Lieu of Expulsion Dates _____

Suspension Dates _____

5-8 Grade Student - Date Completed or Required Date:

IL Constitution/Date _____ Federal Constitution/Date _____ IAR/Date _____

Is the student working to be promoted to their proper grade: YES NO

High School Student:

Credits Earned to Date _____ Credits Needed for Graduation _____

If SENIOR, Expected Graduation Date _____ SAT Test _____

Home School Counselor _____ Phone # _____

Other - Please Specify:

Does the student receive services under an IEP or 504 Plan? YES or NO if **YES, Please Attach**

Student involved with any Social Service Agency? YES or NO

Student on Probation? YES or NO Name of Officer _____

Please email completed referral to both esackett@aecroe50.org and smotluck@aecroe50.org.

High School Classes Recommendation

One recommendation form must be completed for each semester of **enrollment** at **AEC**.

Student: _____

Grade: _____

Semester: _____

SY: _____

Please circle one from each subject. Students will not be enrolled until classes have been selected.

MATH	SOCIAL STUDIES	SCIENCE	SOCIAL STUDIES
Pre-Algebra	English (9th Grade)	Biology	Civics/Gov't
Algebra 1	English (10th Grade)	Earth Science	U.S. History
Algebra 2	English (11th Grade)	Physical Science	Consumer Education
Geometry	English (12th Grade)	Wildlife Biology	World Geography
Business Math			

CREDIT RECOVERY

Accounting	Government	Health	Individual Reading
Keyboarding	Marketing	Psychology	Sociology

MAKE-UP CREDIT CLASS(ES): _____

Please list any course your **senior** still needs in order to graduate: _____

Grades 5–8 will take Character Ed, and high school students will take Human Relations and Communications. Students will be enrolled in up to 8 classes, including Co-Op if applicable.

Signature of Individual Completing the Form

Title
