**PURCELL PUBLIC SCHOOLS**

**ALTERNATIVE EDUCATION PROGRAM**

***InTake Process***

**NEW STUDENT**

Students applying to the alternative program for the first time and are a new student to the district are required to complete the following forms in full and provide the following information:

1. Completed Purcell Alternative Education Information Packet
2. Complete Purcell Public Schools Information Packet
3. Current transcript or Name, Address or Fax# of school district last attended
4. Copy of Immunization Records
5. Copy of Birth Certificate
6. Proof of Residency (Utility, electric, phone, cable bill)
7. Copy of Driver's License (if applicable)
8. IEP information (If applicable)

After the application has been submitted , a committee consisting of the principal, counselor and Alternative Education Director, will interview each student. The committee will determine eligibility for the alternative program.

\*An appointment for an interview will be arranged when a completed application is turned in to the Alternative Education Director. If the student is under 18, the parent/guardian must be present for the interview.

**RETURNING STUDENT**

Returning Purcell students are required to complete the following forms in full and provide the following information:

1. Completed Purcell Alternative Education Information Packet
2. Complete Purcell Public Schools Information Packet
3. Proof of Residency (Utility, electric, phone, cable bill)
4. Copy of Driver's License