



## Referral Process Choice Alternative School (JCHS, Liberty, TAPP, Phoenix) Student Entrance Criteria and Procedures




Student referred to Student Relations Office by completing an online referral available at <https://www.jefferson.kyschools.us/node/42339> (link also available on Office of Student Relations Website). If unable to access the site, the family can call the Student Relations Office.


The student may also attend an information session at the Choice School Site to get additional information on the school prior to coming to Student Relations for placement.




Phone call is made to schedule appointment with student and family by the Student Relations Office.



Student Relations Choice Counselor reviews information from Case Manager and meets with the family to determine appropriate placement in Choice Alternative School (see choice school overviews for additional information on each school).



The Choice Counselor communicates placement decision to family, current school, and Choice school (if the student is to be enrolled) via email. If additional supports are needed for the student, the student may be referred to a Student Relations Support Counselor.



If the student is to be enrolled in a Choice School, the Choice school reaches out to the family to schedule an intake meeting and schedule enrollment.

