

TEP Checklist

Student _____

insure

notes

	New student is paired with buddy	
	Student receives free lunch	
	Student has bus pass and ID	
	Student receives all necessary supplies (including PE clothing and a calculator if needed) AND knows who to see for additional supplies	
	Student has a locker and lock (and may be given the option for a personal locker if carrying personal items)	
	Student's TEP status is kept confidential within the BIT unless student gives permission to share info with other staff	
	Student knows who the lead staff member is	
	Student is introduced to the nurse if any health concerns need to be addressed	
	Seniors who are unaccompanied are encouraged to seek independent status for FAFSA	
	Parents/guardian are aware that TEP can provide transportation to school meetings	
	Lead staff member knows current housing status	
	Lead staff member checks in at least monthly throughout the school year	
	BIT reviews TEP students monthly	

