

REINTEGRATION CHECKLIST

| ACTIONS | STAFF RESPONSIBLE | EXTERNAL CONTACTS | TASK COMPLETED |
|---|-----------------------------|---|------------------------------------|
| <p>1. Identify student’s return date.</p> | <p>Lead:</p> <p>Backup:</p> | <p>Caregiver contact information:</p> <p>Hospital contact information:</p> | <p>Initials:</p> <p>Date/Time:</p> |
| <p>2. Develop a safety and support plan with student/caregivers and disseminate to appropriate staff on a need-to-know basis.</p> | <p>Lead:</p> <p>Backup:</p> | <p>Re-integration meeting attendees:</p> <p>Teachers who need to be informed:</p> | <p>Initials:</p> <p>Date/Time:</p> |
| <p>3. Identify staff supports and a check-in / check-out plan.</p> | <p>Lead:</p> <p>Backup:</p> | <p>Support staff:</p> | <p>Initials:</p> <p>Date/Time:</p> |
| <p>4. File the reintegration / student support plan with the school office and/or building administrator and/or the SMHT Coordinator.</p> | <p>Lead:</p> <p>Backup:</p> | <p>Who was the plan filed with?</p> | <p>Initials:</p> <p>Date/Time:</p> |