

## Entrance and Exit Tracking Form

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Entry Date: \_\_\_\_\_ Exit Date: \_\_\_\_\_

Entrance Task	Date Completed/Initials	Exit Task	Date Completed/Initials
Reading Test		Reading Test	
Math Test		Math Test	
School Handbook		Transcript	
Mandatory Questionnaire		Send Transcript to new school	
Library Use Form		Send IEP to new school	
Request/Receive Home Language Survey/ CELDT Records		Remove IEP from caseload on SEIS (Email Janice @ TCDE)	
Request/Receive Transcript			
Request /Receive Immunization Records			
Request IEP on SEIS & from school, if applicable			
Enter into database			
Enter into STAR & A/R testing			

### Records (Transcripts) Request Log

Document any requests, contacts, meetings, etc. associated with Records (Transcripts) requests. Please record the date, all involved, any important information, and your name

Date	What was done, who was involved?	Date faxed	Date received

--	--	--	--



