

## Administrative checklist:

- \_\_\_\_\_1) Call CAAP staff (3790 or 3791) to check availability for the student. Target grades are 6-10.
- \_\_\_\_\_2) Inform parents of the availability of CAAP as an alternative to suspension.
- \_\_\_\_\_3) Contact school staff to inform them of student's assignment to CAAP and request homework and learning materials.
- \_\_\_\_\_4) Let the student know where they should wait for the CAAP van in the morning on the day they are assigned to attend.
- \_\_\_\_\_5) When completing the entry in Skyward (under discipline) make sure to put in CAAP's code as the action and the referral and emails will automatically be sent to the appropriate staff.
- \_\_\_\_\_6) **IF assigning an out of school suspension and CAAP**, assign CAAP first to generate the email and then go back in and re-code the action as an out of school.

~Thank You~