

## School Re-Entry Plan Checklist\*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Directions: This tool is intended to help guide teams in thinking through a successful school re-entry plan following extended absence from school and/or psychiatric hospitalization. **Plans will vary based on each student's needs and not every component in this checklist may be appropriate for any one student. Consideration of student/parent input also is advised.**

Were all key people involved in developing plan?	Yes/No?  _____	Indicate people involved in process, including titles: ___ Student                                    ___ School Psychologist ___ Parent(s)                                   ___ School Counselor ___ Inpatient Rep                                ___ Family Liaison ___ Social Worker                               ___ Classroom Teacher(s) ___ School Administrator                   ___ Nurse ___ Community therapist                 ___ Special Ed Teacher ___ Others as appropriate (please specify):
<b>PRIOR to SCHOOL REENTRY:</b>		
Staff member designated as Case Manager	Date completed:	Name of Case Manager
Case Manager contacts student parent(s)/legal guardian(s)	Date completed:	Summary of contacts:
Contact hospital staff to determine interventions needed to promote student adjustment, stress management	Date completed:	Summary of contacts:
Case Manager documents prior hospitalizations	Date completed:	Dates and reasons for prior hospitalizations:
<b><i>Assess student re-entry needs</i></b>		
Does student have academic needs?	Yes/No?	What are they?
Does student have social/emotional needs?	Yes/No?	What are they?
Does student have physical needs?	Yes/No?	What are they?
Help student develop plan for answering questions/comments by staff and peers about absence – in person and over social media	Date completed:	Person(s) responsible:
Help student develop plan for possible “rough” situations – in person or over social media;	Date completed:	Person(s) responsible:

determine whether school crisis plan needs to be adapted		
Do student educational needs warrant consideration of eligibility for a 504 evaluation?	Yes/No? Already has a 504 plan?	Next steps?
Do student educational needs warrant consideration of eligibility for special education support?	Yes/No? Already has an IEP?	Next steps?
Determine policy for missed work, grading	Date completed:	Person(s) responsible:
Schedule discharge staffing	Date completed:	Person responsible:
Inform teacher(s) about absence	Date completed:	Person responsible:
Inform teacher(s) about symptomatology	Date completed:	Person responsible:
Inform teacher(s) of medications and side effects	Date completed:	Person responsible:
Inform teacher(s) of behavioral strategies/accommodations to promote student transition	Date completed:	Person responsible:
ID supportive adults at school	Date completed:	Person responsible:
ID supportive peers	Date completed:	Person responsible:
(Inform peers about absence, disorder) – Note: Again, decision should be individualized & based on student & parent input.	Yes/No?	Person responsible:
<b><i>Assess family re-entry needs</i></b>		
Help link to community therapist	Date completed:	Person(s) responsible:
Help link to social support	Date completed:	Person(s) responsible:
<b>FOLLOWING SCHOOL RE-ENTRY</b>		
Check in with student on a daily basis for 1-3 months after school re-entry	Start Date:	Staff Responsible:
Implement academic interventions, if needed	Start Date:	Staff Responsible:
Implement social/emotional interventions, if needed	Start Date:	Staff Responsible:
Implement physical interventions, if needed	Start Date:	Staff Responsible:
Progress monitor student	Start Date:	Staff Responsible:

Maintain ongoing contact with parents/legal guardians	Start Date:	Staff responsible:
Maintain ongoing contact with outpatient therapist	Start Date:	Staff responsible:
Schedule team meeting to review student's progress	Start Date:	Staff responsible:
Monitor plan fidelity	Start Date:	Staff responsible:
Maintain & disseminate contact information for all key team members as appropriate	Date Completed	Staff responsible:

\*Adapted and based on Savina, E., Simon, J., & Lester, M. (2014). School reintegration following psychiatric hospitalization: An ecological perspective. *Child Youth Care Forum*, 43, 729-746 and my own experience (Patricia Graczyk, PhD, University of Illinois at Chicago). The author also is grateful for the suggestions/feedback provided by school staff in the field.

PG/hs

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