



BIRMINGHAM
CITY SCHOOLS
BUILDING LEADERS. IMPACTING THE WORLD.

PROCESS FOR STUDENT ENTRY ~NON-TRADITIONAL RECOVERY PROGRAM (DRP)~

STEP I

All students must register at their home zone- based school.

STEP II

STUDENT SHOULD REQUEST A DRP WITHDRAWAL PACKAGE THAT MUST INCLUDE THE FOLLOWING INFORMATION:

- Transcript Audit Form from the counselor. The student must bring to bring to DRP Office the white copy. The counselor will keep the pink form, and the gold form should be sent through the pony to Mr. Grant Bennett.
- The Principal's Recommendation/Referral Narrative must be included in the package.
- See the Principal's Designee that handles the withdrawal process from Traditional High School to Dropout Recovery Program (*This helps Identify Actual Placement*).

(Failure to not have all the information in Step II completed may cause a delay in the official start day per rotation)

STEP III

The school must forward the completed DRP Withdrawal Package mentioned above to ispain@bhm.k12.al.us and eshine@bhm.k12.al.us . They will approve or deny application. If approved, they will forward it to the Instructional Superintendent for approval. Please be mindful that the student must remain at his/her zone-based school until final approval.

STEP IV

After student has received final approval notification, he/she must report to Dupuy Learning Center-East Wing to see Mr. Grant Bennett. During this step, he/she will be given a clearance card as well as a valid SY-ID to take to the campus assigned or chosen.

STEP V

At the site, the Lead Teacher will assign each student an **Academic Pathway Coach** that will be there to guide, coach and monitor the students' progression toward course completion.

RECOMMENDATION/REFERRAL NARRATIVE

Student: _____ Date of Birth _____ Age _____ Grade level: _____

The student listed above has been brought to the school administrative team. We are attempting to gather evidence regarding this referral to place the student at his or her ***Least Restrictive Environment*** for academic success.

Please indicate the reason for your referral in the box below. Make sure that you include pertinent information: Pertinent information should include age, number of earned credits, attendance, crisis, academic performance, physical attributes, special needs, 504 and other medical problems, etc.....

Please notify the student that all information must be approved before moving on, as well as, all signatures from the appropriate personnel: School's counselor, Principal, Instructional Superintendent and the DRP Team (Mrs. Jennifer Spain-Williams and Mr. Ezra E. Shine)

Principal's Referral Signature: _____ Date: _____

DRP Team Approval: _____ Date: _____

Instructional Superintendent final approval date: _____

Student Start date: _____