

STUDENT RETURN & RE-ENTRY CHECKLIST

Student Name: _____ **Grade:** _____ **Date of Return:** _____

Re-entry Coordinator(s): _____

Check the applicable boxes. Add notes and initials as needed.

Section 1: Preparation Before Return

T-To Do C-Completed

#	T	C	Tasks
1.			Identify a designated Re-entry Coordinator (e.g., counselor, AP, or dean)
2.			Review incident reports, prior interventions, and behavior history
3.			Assess any threat or risk indicators before the student returns (if applicable)
4.			Review any contributing environmental or peer factors related to the incident
5.			Confirm with parents/guardians regarding return date, conditions, and expectations
6.			Notify key staff (teacher(s), counselor, SRO, admin) of student's upcoming return
7.			Ensure key staff are aware of the student's return and their support role
8.			Prepare a private, welcoming space for the re-entry meeting
9.			Review and update behavior, safety, or support plans, if previously in place
10.			Review control measures (student belongings, backpack policies, etc.) if needed
11.			Have student complete Four Categories of Life Checklist prior to return
12.			
13.			
14.			

Section 2: Re-entry Meeting (Day of Return)

T-To Do C-Completed

#	T	C	Tasks
15.			Conduct return meeting with administrator, counselor, guardian, and student (add teacher/SRO if appropriate)
16.			Clearly restate school expectations, boundaries, and goals for successful return
17.			Emphasize support, not punishment—focus on growth and accountability
18.			Allow the student to express concerns, perceptions, or needs about returning
19.			Discuss any mental health or counseling support available or recommended
20.			Provide academic catch-up materials, tutoring, or assignment support
21.			Develop or update a Written Re-entry Plan, signed by the student and guardian
22.			Assign a trusted staff mentor for ongoing check-ins
23.			Clarify next steps if difficulties arise—who to contact and what will happen
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25.			
26.			
27.			

Section 3: Follow-up & Support

T-To Do C-Completed

#	T	C	Tasks
28.			Schedule daily/weekly check-ins with counselor, mentor, or administrator
29.			Monitor academic engagement and classroom adjustment
30.			Ensure staff are documenting ongoing observations (behavior, social changes)
31.			Update supervision plans for class transitions, lunch, hallways, and dismissal
32.			Confirm schedule, locker, and classroom placements are supportive and appropriate
33.			Conduct two and four-week review meetings to assess progress (if applicable)
34.			Offer or coordinate access to school-based or community mental health supports
35.			Engage the student in positive school activities to rebuild belonging
36.			Conduct a post-return evaluation (led by counselor or admin) at 30 and 60 days to determine if the plan is working or needs revision
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41.			

Optional Additions (for Higher-Concern Cases)

T-To Do C-Completed

#	T	C	Tasks
42.			Conduct brief threat re-assessment before the return
43.			Develop a Safety Supervision Schedule for high-risk times or locations
44.			Coordinate with outside counselors, therapists, or case managers for continuity of care
45.			Schedule staff debriefs for consistent communication and coordinated response
46.			Provide parent resources to strengthen behavior support and connection at home
47.			If risk is elevated, ensure re-entry plan and supervision details are stored in a confidential file accessible only to designated personnel
48.			Develop a Safety Supervision Schedule for high-risk times or locations
49.			
50.			
51.			
52.			