**Evidentiary Hearing Packet**

**Information & Labels**

**Narrative**

**This section is to include the charge letter, the signed page of the charge letter (or a copy of the certified mail receipt/information).**

**Person Summary**

**This section includes the printouts from IC of: Summary tab, Enrollment tab, and Schedule tab**

**Guidelines to Success**

**This section should include the signed copy of the Student Guidelines to Success or a printout advising that the student did not return the signed acknowledgment of the Student Guidelines to Success.**

**Attendance**

**This section is a printout of the Attendance tab in Infinite Campus. Make sure the attendance is up to date with the suspension that caused the Evidentiary Hearing.**

**Grades / Scores**

**This section is a printout of the last report card/progress report on the Grades tab and a printout of the scores contained on the Assessment tab.**

**Discipline**

**This section is a printout of All Years of discipline on the Behavior tab in Infinite Campus.**

**Evidence / Statements**

**This section should be used if there are any witness statements or other written evidence, which would include a copy of the Campus Police officer’s charge/statement.**

**RTI**

**This section should be used if there is an RTI. In most cases, there will be an RTI unless it was one significant behavior that caused the referral to the hearing office (or if student is PEC). If there is no RTI, and the student is not PEC, a statement should be included that there is no RTI, as the events that happened on (whatever date), is a direct cause of this hearing. Include a copy of the Contact Log printed out from the tab in IC.**

**MDR**

**If the student is PEC, the manifestation determination should be included in this section.**

**IEP**

**If the student is PEC, the IEP must be included in this section.**