

When a student is referred to an **ALTERNATIVE SETTING** (Checklist)

Steps for the referring school

The school delegate should determine whether an alternative setting is appropriate for the student, with the approval of the principal. This includes careful consideration of issues such as the age of the student, as well as their academic, social and emotional needs.

Determination – referring school principal	Y/N	Comments
Consult and engage the young person and explain what in-school adjustments have occurred and why an alternative setting is being considered		
Discuss with the alternative setting, the young person's suitability to the new environment		
Discuss short- or long-term placement in the alternative setting, including a commitment to accept the student's reintegration into the mainstream school, and commitment to fixed review periods to consider the student's readiness for reintegration		
Consult and engage with student's parents/carers		
Consider the relocation implications on both the student and the family (for example, transport)		
Provide student transfer note*		
Exchange other information between referring school and destination school such as conversations between guidance officers and youth workers		
Determination – alternative school principal#	Y/N	Comments
Assess whether the curriculum suits the student's needs and provides them with pathways towards reintegration with mainstream education, further education, training or employment		
Consult and engage with the student		
Consult and engage with student's parents/carers		
Share student progression with mainstream school at agreed levels		
Request a student transfer note* on enrolment if not accessible in OneSchool		
Exchange other information between referring school and destination school such as conversations between guidance officers and youth workers		

*If transitioning between a state and non-state school. #Or other decision-maker if non-school setting.

Extracted from *EVERYBODY'S BUSINESS: Student engagement and re-engagement in Queensland schools*