

# EdCAP Counselor Recommendation Form and Transcript Instructions – Fall 2020 (Remote)

## About this form:

EdCAP is a High School located on the Edmonds College Campus. We are funded by 1418 and as such are required to only serve students who are either significantly credit deficient (utilizing state provided calculations). If a student is not credit deficient, then they can be determined as eligible if they have been recommended for enrollment by case managers from the department of social and health services, the juvenile justice system, a district, tribal compact school, or charter school designated school personnel, or staff from community agencies which provide educational advocacy services.

High School Counselors are the most used recommendation source, and is thus what our form is targeted toward. However, ***if a student has never attended high school, has attended homeschool, or has attended outside of the United States, the entity signing this form may ignore questions that are not-applicable.***

## High School Counselors inside the Edmonds School District:

- Please fill out completely, including all extra services (IEP, 504, EL, etc.), that a student received.
- Print an unofficial transcript for EdCAP program Specialist
- Counselors can either give Recommendation Form and Unofficial Transcript directly to EdCAP Program Specialist, Chelsey Berry, at [Chelsey.Berry@edcc.edu](mailto:Chelsey.Berry@edcc.edu) or can give to student in order to submit.

## High School Counselors outside of the Edmonds School District:

- Please fill out completely, including all extra services (IEP, 504, EL, etc.), that a student received.
- Please include a printed Disciplinary history (if applicable)
- Print an official transcript for EdCAP Program Specialist, Chelsey Berry. Please email directly to [Chelsey.Berry@edcc.edu](mailto:Chelsey.Berry@edcc.edu). Please indicate whether it is official (must be sent directly from district representative, counselor, registrar or other), or unofficial due to fines (see note below).
  - ❖ Out of District students who submit unofficial transcripts will have 0 credits until we receive an official transcript
  - ❖ If unofficial due to fines, please include a fine printout
- Counselors can either give Recommendation Form directly to EdCAP Program Specialist, Chelsey Berry, at [Chelsey.Berry@edcc.edu](mailto:Chelsey.Berry@edcc.edu) or can give to student in order to submit.

**FOR SCHOOL/DISTRICT USE ONLY:  
BEHAVIOR & IEP VERIFICATION**

Please provide the following information to the Edmonds Career Access Program (EdCAP) and the Edmonds School District.

**Counselor/District Designee (Principal, IEP Case Manager, On Time Grad Coordinator, Student Support Advocate – Social and Case Workers):**

If **PRESENTLY ENROLLED**, name of current/last high school \_\_\_\_\_

**Section 1: In accordance with Washington State law (RCW28A225.330), please answer the following questions:**

1. Does the student applicant have any history of violent behavior?  No  Yes

If yes, please explain \_\_\_\_\_

2. Does the student applicant have any past, current, or pending suspension or expulsion from a current or previous school?  No  Yes

If yes, please explain \_\_\_\_\_

3. If high school is outside Edmonds District, discipline records are attached:  No  Yes

4. Is student currently under BECCA petition?  No  Yes If yes, which district?

5. Has student officially withdrawn from his/her previous school?  No  Yes If yes, date: \_\_\_\_\_

6. Did student receive any of these special services: 504 Plan \_\_\_\_\_ ELL \_\_\_\_\_ Other \_\_\_\_\_

**Section 2: Is the student currently eligible for Special Education Services based on an IEP?  No  Yes**

If currently eligible, specify IEP Case Managers name, phone, and high school:

IEP Case Manager \_\_\_\_\_ Phone \_\_\_\_\_ High School \_\_\_\_\_

**Note to counselors of students with current IEP services:  
Special Education Services based on an IEP are not provided in EdCAP.**

Students with a current IEP must choose to either revoke their IEP or be a shared student between an Edmonds School District high school & EdCAP. Generally, shared students will be required to provide their own transportation between schools. The district office contact is Chris Doll, ESD Secondary Special Education Coordinator, at 425-431-3276.

**Section 3: Enrollment Recommendation**

The Edmonds Career Access Program is a state approved 1418 Reengagement System designed to provide educational services for students, ages 16 - 21, who are unlikely to earn a high school diploma before age 21. Due to your history in working with this student, do you:

- Yes Believe that this student is unlikely to earn a diploma in a traditional or alternative high school prior to age 21; **and**
- Yes Recommend that this student be enrolled in the Edmonds Career Access reengagement program.

Please briefly describe your reason for recommending this student for the Edmonds Career Access Program and why you believe this student is unlikely to obtain a high school diploma by age 21 in a traditional or alternative high school:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Use reverse if more space is needed.)

**Counselor/District Designee Name** (please print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_