### RAYMOND TERRACE RETURN TO SCHOOL CENTRE
### PLACEMENT PROCESS CHECKLIST FOR NOMINATING SCHOOLS

**PRO-ACTIVE INTERVENTION**

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
<th>COMPLETED</th>
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| 1    | Principal or Principal’s Representative contacts HT RTRTSC to clarify numbers and provide brief overview of student  
• via phone on 0467 747 028 |           |
| 2    | Principal or Principal’s Representative sends written documentation to HT RTRTSC including:  
• Referral Form  
• School Counsellor summary  
• Risk Assessment to HT RTRTSC via email or fax on 4983 1027 |           |
| 3    | If successful...  
**Notify Parent / Carer**  
• Parents/carers must give permission for students to attend the Return To School Centre program  
• Parent /carer and student must attend Intake Meeting |           |
| 4    | **Independent Work Package**  
• Home Schools must provide an Independent Work Package for student to continue with whilst attending the Centre |           |