

REGIONAL APPEAL BOARD CHECKLIST

THE FOLLOWING COPIES OF INFORMATION *MUST BE INCLUDED* IN EACH STUDENT'S BEHAVIOR PACKET SUBMITTED TO THE REGIONAL OFFICE FOR REVIEW.

NAME OF STUDENT _____	Northlands Job Corps Center NAME OF CENTER Northlands Job Corps Center	
STUDENT ID NUMBER _____	CURRENT STUDENT HOME ADDRESS (After Separation)	
REQUIRED FORMS/INFORMATION	COMMENTS	IN PACKET?
ETA FORM 6-52, PRIMARY APPLICANT FORM (Pages 1-3)		
ETA FORM 6-40, CURRENT STUDENT PROFILE WITH SEPARATION DATE		
NOTICE OF HEARING & APPRAISAL OF RIGHTS		
ETA FORM 6-131B APPEAL BOARD HEARING SUMMARY (<u>all</u> sections must be completely filled in to include <i>signature and date of separation in English</i>)		
1 SENIOR STAFF MEMBER OR 3 FACT-FINDING BOARD MEMBER'S VOTING SHEETS AS APPLICABLE (<i>English</i>)		
TYPED INVESTIGATIVE REPORT(s) & any SIRS for this event. Add previous events if charged with a pattern of inappropriate behavior to include police & security reports, pictures, CD or CSIO contracts or previous CRBs.		
STATEMENTS (<i>from all STAFF and STUDENT witnesses</i>)		
<u>TYPED</u> INCIDENT REPORT(s) FROM STAFF (Only related to charge)		
ALL DRUG TEST RESULTS-Entry, End of 45-day Intervention period, on Suspicion and/or 2nd positive screen TEAP attendance		
For intoxication charges, there must be a referral, TEAP attendance & breathalyzer test (s)		
OTHER DOCUMENTS AS APPLICABLE		
RIGHT TO APPEAL LETTER TO STUDENT		