

Administrative Information & Procedure Checklist

(For Office Use Only)

Stats

Name: _____ DOB: _____ Send Ltrs in Spanish

Date Referral Received: _____ Length of Order: 26 52 session

REPORTING INSTRUCTIONS

From Judge: _____

Court: _____ FAX #: _____

Status Reports on: Register or Failure to Register No Reports

Attendance Reports: **Only** Comply/Dismiss Absences and Comply/Dismiss (If ✓, Frequency _____)

From Other: _____ FAX #: _____

Status Reports on: Register or Failure to Register No Reports

Attendance Reports: **Only** Comply/Dismiss Absences and Comply/Dismiss (If ✓, Frequency _____)

From Other: _____ FAX #: _____

Status Reports on: Register or Failure to Register No Reports

Attendance Reports: **Only** Comply/Dismiss Absences and Comply/Dismiss (If ✓, Frequency _____)

Status Reports: _____

Registration \$40 \$_____ \$_____

Appointments: _____ Reg Fee _____ Reg Fee _____ Reg Fee

Cancelled No \$/No Show

Cancelled No \$/No Show

Cancelled No \$/No Show

Add'l Fees See Notes

Add'l Fees See Notes

Add'l Fees See Notes

Deadline: _____ Date Registered: _____ Status Report: _____ File Closed Stats

Class Site: _____ Class Fee: _____

Late/No Show

Late/No Show

Fee Review Appt/s: _____ Completed _____ Completed New Class Fee: _____ Roster (after Review)

Attendance Reports: _____

Last Class Letter Delivered: _____ Dismissal Letter: _____

Dismissal: _____ Stats/Roster Compliance: _____ Stats/Roster

File Closed (per Referral Source): _____ Stats/Roster Reason: _____