**RECOMMENDATIONS FOR CASE MANAGERS (ADMINISTRATORS)**

* Refer back to the Level 1 information gained.
* Review & assign tasks and completion date expectations.
* Routinely check in with teachers, coaches, campus monitors, counselors, and parents for changes in behaviors, academics, attendance, or other concerns. Include both positive and negative behavior.
* Status checks should be completed as often as necessary until your level 1 team determines the level of concern has diminished.
* Document your updates and management steps through the process.
* If the student moves to another school or program, immediately notify the receiving school of the Level 1/Level 2 and management plan.
* Contact your county behavior safety assessment consultant, at the GRANT COUNTY ESD with any concerns or significant updates.

**REVIEW NOTES**

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| --- | --- |
| **Student:** | **Case Manager:** |
| **Review Date:**  **Notes:** | |
| **Review Date:**  **Notes:** | |
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