

DAC Packet Coversheet for Central Office Representative (COR)

(Revised 6/14/2024)

Directions: Schools are responsible to print and prepare this document for the COR upon the start of the scheduled Disciplinary Advisory Council (DAC) Hearing. The COR will complete the cover sheet and file with DAC documents at SSSD. The coversheet should guide the COR of the documents required for SSSD filing. The COR shall initial the coversheet to confirm document was provided by the school for filing. COR to attach the coversheet with all DAC documents filed at SSSD.

COR Initial

DAC Document for Filing

Initial ____	Office Discipline Referral that resulted in the DAC Hearing (copy)
Initial ____	Statements by student/s and/or school personnel that are relevant to the incident (copy)
Initial ____	DAC Non-Disclosure Statement (originals)
Initial ____	DAC Hearing Preparation Checklist – <i>Signed by School Administrator and Central Office Representative</i> (copy)
Initial ____	Notice of DAC Hearing – <i>Signed by Parent</i> (copy)
Initial ____	Consent for Persons to Attend DAC Hearing – Signed (copy)
Initial ____	DAC Finding and Decision Form (copy)

Central Office Representative (Print): _____/Signature: _____

Date of Hearing: _____