



Kienan Ellis Educational Project (KEEP)

Potential Client Intake Form

Contact Information: Student / Dependent

First Name:

Middle Name:

Last Name:

Email Address:

School:

School District:

Parent/Guardian Contact Information:

Name:

Relationship to student:

Address:

Phone Numbers:

Email:

Do you need an interpreter? Yes / No

In what language would you like an interpreter?

Student/Dependent's Date of Birth:

Student's Nickname/Preferred Name:

What are the Student/Dependent's pronouns:

Discipline Information

Date of Incident (if applicable):

Has student been excluded from school? Y/N/I Don't Know

Has school issued a "Notice of Disciplinary Action (NDA)?" Y/N/Don't Know

[A parent/guardian/family is entitled to verbal and written notice within twenty-four (24) hours of the proposed disciplinary response in the language spoken by the parent/family. A written notice is called a Notice of Disciplinary Action (NDA).]

Date of NDA:

Date NDA was received

How was the NDA delivered? Email, Mail, In-person, Other

Disciplinary charge in NDA:

Administrator (Principal, Assistant Principal, etc) who signed NDA:

Length of suspension/expulsion:

Have you requested an appeal already? Y/N/Don't Know

Why are you seeking legal assistance: