

Mark S. Trustin

| Attorney at Law

CLIENT INTAKE QUESTIONNAIRE

1. Client/Student Name:

2. Parent/Legal Guardian Name(s):

3. Contact Information:
Address:

Phone: Home: Work: Cell:

Email:

4. Why do you feel you need legal representation?

5. What is the name of your child's school? In what school system is this school located? What grade level is your child in? How old is your child?

6. What is the suspension length recommended for your child?

7. On what date did you receive the Notice of Suspension? Did you receive the Notice by mail or in person?

8. Have you appealed the suspension? If so, has a date for hearing been set?

9. What school code of conduct is your child accused of violating? (Please include Board Policies #'s from Notice of Suspension)

10. On what date did the alleged incident occur? Please describe what happened on the day of the alleged incident and include all circumstances that may have led up to the event in question and the names of others involved in the alleged incident.

11. Were there witnesses to the alleged incident? If so, what are their names and how well does your child know them? How may we contact them?

12. Does your child have an Individualized Education Program (IEP)? If so, was there a Manifestation Determination Review (MDR)? (If a MDR was held, please list the date, result of the MDR and who was present). What is your child's disability? When was your last evaluation? When was the last IEP review?

13. Does your child have a pending court case due to the alleged incident? If yes, do you have an attorney for the court case? If so, what is the attorney's name.

14. Did your child have any disciplinary issues prior to this alleged incident? Please describe.

15. Was your child having academic and/or attendance problems in school? Please describe.

16. Please inform us of any other information that you deem pertinent to your child's school-related matter.