



3300 West Campus Road • West Columbia, SC 29170 • West Columbia, SC 29170 • 803.896.6480 • WilLouGray.org

Please use the checklist below to ensure all forms are completed and sent back to the admissions department. All paperwork must be received before the interview process can begin.

- Completed Application
(Answer all questions with required signatures.)
- Completed Medical Form
(Provide current medical records for conditions related to cardiac, respiratory, seizures, kidney problems, recent surgeries, pregnancy, orthopedic limitations and other limiting conditions.)
- School Records/Information
Transcripts/Credits Earned
Standardized test results (Exit Exam, Mat 7, PACT, etc.)
School Disciplinary Record (write-ups for infractions, suspensions and/or expulsion)
- South Carolina Certificate of Immunization
Up-to-date immunization with Hepatitis B Series (3), MMR (2) and Tetanus (TD) in last 10 years.
- Special Education Records for Resource or Self-contained Placements
Psycho-education Evaluation and/or reevaluation or reevaluation review plan
Current IEP and Goals & Objectives
Initial Placement Form
- Copy of applicant's Birth Certificate
- Copy of applicant's SC Driving Permit, Driver's License or SC Dept. of Transportation ID
- Copy of applicant's Social Security Card
- Inpatient or Outpatient Mental Health Services and/or Inpatient or Outpatient Drug/Alcohol Treatment services (if applicable)
Intake summary
Discharge summary
Treatment and medication summary
Recommended follow-up services
- Department of Juvenile Justice Psychological Evaluation
For placement at R&E, Midlands Evaluation Center, Up State Evaluation Center
- Legal Records for any and all legal involvement, past present and pending
The DJJ Form #5, DJJ Court History, Pre-Trial Intervention Records or Arbitration Records must be requested and sent to us. These records must list all charges with outcome of all court hearings to include the probation officer's name, address and telephone number and terms of probation if applicable.