

## Referring Principal Actions

**First**  
Principal contacts PACE  
Principal prior to referral  
(907) 864-2671



**Second**  
Principal recommends  
suspended student to  
PACE.  
[HS Referral Form](#)



**Third**  
Principal or School official  
emails student  
transcripts, family contact,  
discipline history and  
suspension letter to PACE  
[lebron.mcphail@matsubf2.us](mailto:lebron.mcphail@matsubf2.us)  
(907)864-2671

## PACE Actions

Student and Guardian make  
an appointment at PACE to  
complete an application and  
interview with PACE Principal  
and staff  
(907)864-2671  
[PACE](#)



PACE staff meets to  
determine academic and  
individual plan for student



**PACE action:**

- Burchell registers HS student and Mat-Su Central registers MS student
- Bussing arranged if needed
- Student enrolled into APEX and courses
- Counseling arranged if needed
- Community Service if needed



Parent enrolls student through i-Enroll  
[ParentVUE](#)

## Transitional Actions

Student completes  
APEX course work, other  
required work, and  
Outdoor Rec



Transition meeting is  
arranged between Parent  
and PACE Principal  
(907)864-2671



PACE Principal completes and prints student  
transcripts



Parent contacts  
zoned school to schedule  
re-admittance  
meeting



Student and Parent  
complete PACE survey



Student exits PACE



**MATANUSKA  
SUSITNA**  
BOROUGH SCHOOL  
DISTRICT

**P.A.C.E.**

Positive

Alternatives for

This flow chart represents the process in which a student is referred, accepted, transitioned into PACE, and when education plan is completed, transitioned back to their zoned school.

Principal Phone:  
(907) 864-2674

Classroom Phone:  
(907) 864-2671