



STUDENT REFERRAL PROCESS

1. Conference with parents regarding your concerns and provide classroom modifications.
2. Fill out Pre-referral form and attend Student Intervention Team meeting;
3. Use recommended interventions and finish Pre-referral form with interventions tried, results and dates.
4. Attend SIT meeting and turn in Pre-referral form. If recommended, obtain SIT referral packet.
5. Fill in ALL the blanks on the SIT referral page. Complete the record review in consultation with the Counselor. Complete other checklists in the packet as deemed appropriate.
6. Return the completed SIT referral packet and Parent Notification of Team Referral form with dates left blank to the SIT Coordinator's box.
7. Contact parents and advise them of the letter coming and the upcoming meeting. Strongly encourage the parents to bring their concerns and any information that might be helpful. Their attendance will expedite any action taken.
8. Attend the SIT meeting
 - a. Bring work samples, academic interventions and data.
 - b. Bring behavioral anecdotal records and behavioral interventions and data.
 - c. Review with the team pertinent data from the student's record and other information you may have (i.e. SIT referral packet checklists, etc.)
 - d. Brainstorm with the SIT team as to what the next step(s) should be to help the student.
9. If no Special Education referral or Title I referral
 - a. Carry out the plan as designed by yourself and/or the team.
 - b. Contact appropriate support staff if directed.
 - c. Complete and sign the SIT Referral form section indicating no Special Education Referral necessary.
 - d. SIT Coordinator will give the SIT file to the Counselor and this documentation will be placed in the behavioral folder.
10. Special Education referral (if appropriate)
 - a. Complete and sign SIT Referral form.
 - b. Complete Special Education referral form.
 - c. Explain Parental Rights, evaluation options and methods.
 - d. Complete and have parent sign Consent for Evaluation form.
 - e. Following the student's evaluation, an eligibility meeting will be scheduled.
11. Section 504 Referral (if appropriate)
 - a. Complete and sign SIT Referral form.
 - b. Complete Section 504 Referral form.
 - c. Complete Parent Notification of Section 504 Team referral form and Section 504 Screening form.
 - d. The Counselor will schedule eligibility review with teacher and parents to be held at later date.