

Teacher Referral Process to Special Education

Step 1: The teacher has identified concerns.

Step 2: The teacher has informed the principal

Step 3: The teacher contacts the family and informs parents/guardians of their concerns and of the steps (below) the school has in place to support their child. The bulleted list are conversation points for parents to understand the process.

- The teacher will inform the parents of *Sevastopol's Student Support Team (SST)*. The **SST** is comprised of the *principal, pupil services director, special education teacher, referring teacher, reading specialist* (if reading is a concern), and *school counselor* (if behavior is a concern). The **SST** specifically discusses student concerns and decides what interventions will be implemented to measure success within a determined timeframe. The **SST** team collects data for six weeks and then meets again to discuss if a next step is necessary.
- Teacher contacts the parent/guardian and explains the specific classroom accommodations/modifications that he/she will implement to address concerns.
- If no improvement is seen through observation and data collection, the **SST** team could possibly consider referral for a special education evaluation.

Step 4: Teacher completes the **SST** paperwork and organizes a **SST** meeting to decide what interventions will be implemented and to begin data collection.

Step 5: The teacher contacts the parent/guardian with the specific intervention plan.

Step 6: If no process is made through the **SST** intervention, the teacher can request and complete the referral form located in the pupil services office. It is also a courtesy to contact the parent/guardians to let them know a teacher has referred their child's for potential special education evaluation or services .

Step 7: The pupil services administrative assistant informs the director of pupil services of the referral. The pupil services director reviews the referral and contacts the special education teacher who begins the special education evaluation process.

The director of pupil services will always be available to answer question, concerns and to assist to facilitate the routine. Sevastopol has a process that is effective and ensures that all special education referrals are implemented using the same method to fidelity.