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| Student Name:       | Grade:       |
| Teacher (s):       | School:       |

The following paperwork should be collected and available for review at the MET meeting. It must be scanned and emailed in one document to Shannon Boyce (sha207@rcsd.ms) within 72 hours of the referral date.

Referrals can be made by a parent, administrator, or anyone with knowledge and concern for the child. Once the request is made, the MET committee must meet within 14 calendar days. Day One is the day that the request is made.

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| ☐ | Child Find Request Form (Completed by teacher or parent and signed by administrator) |
| ☐ | If the referral is made by a teacher or the TST committee, the Principal must complete the Principal’s Checklist for MET Meeting Consideration Form. This form should be attached to the Child Find Request Form. |
| ☐ | Developmental History (ages 3-9 or 10-21) conducted by interview either by phone or in person. |
| ☐ | Teacher Narrative completed by the academic teacher. |
| ☐ | Hearing/Vision screening |
| ☐ | Educational Information | ☐ Statewide assessment scores |
| ☐ District assessment scores (current and prior two years) |
| ☐ Grades (current and prior two years) |
| ☐ Absences (current and prior two years) |
| ☐ LAS links scores (if applicable) |
| ☐ Discipline referrals (if applicable) |
| ☐ ISP/iCAP assessment (if applicable) |
| ☐ Copy of Cumulative insert (Not transcript from Powerschool) |
| ☐ Information provided by parent/guardian |
| ☐ Universal screening data (class comparison summary and individual summary) for math and reading |
| ☐ Student Data Form |
| ☐ Documentation of Tier 2 and Tier 3 Academic Interventions and Progress Monitoring Graphs |
| ☐ | Previous Assessments - Dyslexia, Psychological testing, any discharge summaries or information from psychiatric placements, etc. (if applicable) |
| ☐ | IEP, Eligibility Determination Form, and Summary Report (if applicable) |
| ☐ | Behavior/ABC Data (if applicable): | ☐ Ten (10) days of ABC data (antecedent, behavior, consequence) |
| ☐ FBA/BIP, if conducted |
| ☐ Documentation of Tier 2 and/or Tier 3 Behavior Interventions and Progress Monitoring Graphs |
| ☐ Social/Emotional Worksheet |
| ☐ Universal Behavior Screener (class comparison summary and individual summary) |
| ☐ Discipline Reports/Write-Ups/Suspension Information |
| ☐ Summary of Behavior Form (completed using ABC data, Behavior Intervention Results, and Other Data listed above. |