



PROCEDURES FOR INITIAL MET REFERRALS

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.

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