



The Teacher Support Team (TST) consists of general educators, the school psychologist, the school social worker, the school counselor, the school nurse, and intervention teachers. The team meets at least bi-weekly to discuss parent or teacher referrals about student mental health, academic performance, and social/emotional/behavioral problems that interfere with school success. A parent or a faculty member may make a referral *for consideration* of a special education evaluation at any time.

Parent Referral Procedure

1. Any faculty member (e.g., classroom teacher, school social worker, school director) can receive a referral from a parent. It is very important that the request be made known to the TST as soon as possible. If any parent or guardian mentions that he or she would like to have a special education evaluation conducted for a student, the faculty member must document this request and *why* the parent says the request is being made. Within 24 hours, the faculty member must send this information to the special education coordinator via e-mail. A parent cannot be required to put a request in writing, which is why the faculty member is required to put the request in writing per an e-mail to the coordinator.

If the parent gives a faculty member a written request, *make sure that the written request is dated with the date received* and that the copy of the request follows the e-mail to special education coordinator. Place the dated, written request in the special education coordinator's mailbox.

2. The request for an evaluation by a parent will be on the agenda for the next convened TST meeting after it is received, which will usually be within 10 days of receipt of the request. Prior to the meeting, the special education coordinator or school psychologist will make a follow-up phone call to the parents/guardians to clarify further and discuss concerns and to ensure that it is a special education evaluation that they want.

3. Student data will be compiled (e.g. state assessments, interim assessments, progress reports/report cards, basic health information, 504 Intervention Plans) for discussion at the Teacher Support Team. This will ensure that complete information is available for planning next steps to best support the student in his/her educational environment and a special education evaluation.

4. The Teacher Support Team, in collaboration with the parents/guardians, will determine whether a special education evaluation is required or if there are general education initiatives that may be implemented to assist the student in a least restrictive environment. If the Teacher Support Team and parents/guardians determine a special education evaluation is necessary, the special education *Child Study Team* will meet to develop a Notice of an Evaluation/Prior Written Notice and an Evaluation Plan for the parent's consent.

Any questions about this process should be directed to the Special Education Coordinator.

Teacher Referral Procedure:

1. Prior to recommendation for special education referral, the teacher will complete the Student Concern Form (in the S drive under TST file) and compile student data relevant to the area of concern and submit it to the chair of the Teacher Support Team a week prior to meetings to meet and discuss student concerns and areas for intervention and support. *It is assumed that the parent is aware of teacher concerns at this point.*

2. If interventions (at least 2) have been implemented at the time of referral, the team will review the interventions for fidelity of implementation and outcomes. If interventions have yet to be implemented, the team will assist the teacher in planning interventions, create a plan for implementation of the interventions, and develop a follow-up plan.

3. Based on the intervention and follow-up plans, the Teacher Support Team will ultimately determine if a referral for special education evaluation should move forward. If the referral moves forward, the information is brought to the weekly special education *Child Study Team* by the School Psychologist so that a Notice of an Evaluation/Prior Written Notice and an Evaluation Plan can be developed.