



## REFERRAL PROCEDURES – BEHAVIOR

\* see *Explanation of Forms* document for additional guidance on completing forms \*

1. **PST Teacher Referral Checklist** – This checklist is attached to the front of all PST Referral Folders. Referring teacher must collect all forms listed on checklist.
  
2. **PST Referral Form** – After the initial Tier I intervention period, the Grade Level Team will meet to conduct a comprehensive review and discuss differentiation strategies. If further interventions are warranted, the classroom teacher will submit the PST Referral Form with all supporting documentation to the PST.
  
3. **Student Intervention Plan (SIP)** – This form is used to document ongoing delivery of interventions and tiered instruction outcomes. Tier I must be implemented for a minimum of four weeks prior to PST referral. Progress monitoring data should be reported on this form with all required documentation. The top portion of page 2 must be completed. After referral, PST will review all data, begin charting the Data Graph, and make intervention recommendations.
  
4. **Gather Student Information** –

Copy of cum. record	Assessment Results
Current grades	Progress Monitoring Data
Attendance record	Screening Data
Discipline record (if any)	Work samples
Most recent progress report	Any additional relevant info.
  
5. **Functional Behavior Assessment and Behavior Intervention Plan** – may be completed by teacher and included in PST Referral Folder, or teacher may elect to wait until after PST Referral and complete FBA/BIP with PST guidance.
  
6. **Turn in PST Referral Folder** – Sign bottom of PST Teacher Referral Checklist and give the completed folder to the Grade Level Rep for verification.



## JASPER CITY SCHOOLS PST

# EXPLANATION OF FORMS – TEACHER REFERRAL PROCESSES

**ALL FORMS** should be completed in their entirety.

FORM	(SPECIFIC BOX OR PART OF THE FORM)	EXPLANATION/NOTES
<i>PST Teacher Referral Checklist</i>		Must be attached to front of Referral Folder. All forms must be included in folder. Referring Teacher Signature required. Give completed Referral Folder to Grade Level Rep for verification/initials.
<i>PST Referral Form (Academic)</i>		Completed by general education classroom teacher on any student who has received at least 4 weeks of Tier I intervention and remains below grade-level on benchmarks.
	Grades/Attendance	List current and previous year's grades/attendance
	Tier I Data	Tier I progress monitoring data collected during minimum 4 weeks of quality core instruction in general education classroom. Data must reflect repeated, below-grade level performance despite high-quality, standards-based instruction and intervention.
	Assessment Data	List current and previous year's assessment data (i.e. state assessments, skill-specific measures, etc.)
<i>PST Referral Form (Behavior)</i>		Completed by general education classroom teacher on any student who has received at least 4 weeks of Tier I intervention (behavioral support) and continues to demonstrate significant behavioral/emotional concerns.
<i>Student Intervention Plan (SIP)</i>	Page 1	To document ongoing delivery of interventions and tiered intervention outcomes. <i>When making referral</i> , classroom teacher will complete top portion, enter data for Weeks 1-4 (at a minimum), and document contact made with parent regarding student's performance. <i>During Tier II and III</i> , classroom teacher will enter dates, attendance codes, and progress monitoring data – PST will analyze aim line trend, make recommendation, and document parent contact. A <b>new</b> SIP must be completed each time PST recommends an alternate intervention (indicate in top left box).
	Page 2 – SIP Data Graph	<i>When making referral</i> , classroom teacher completes top portion. <i>At beginning of Tier II</i> , PST will calculate Performance Goal and chart Aim Line with current progress monitoring data. <i>During Tier II and III</i> , PST will continue charting progress monitoring data to analyze student's response to intervention. A <b>new</b> SIP Data Graph must be completed each time PST recommends an alternate intervention (top left box of page 1).
<b>* FOR BEHAVIOR REFERRALS:</b>		
<i>Functional Behavior Assess. Consent Form</i>		PST obtains parental consent for FBA on every Behavior Referral.
<i>Functional Behavior Analysis</i>		Completed by general education classroom teacher and PST Special Education teacher anytime PST receives a Behavior Referral.
<i>Behavior Intervention Plan</i>		Completed by general education classroom teacher and PST Special Education teacher anytime PST receives a Behavior Referral.