Oroville Union High School District
Referral Process for SST Meeting

Activity	Person Responsible	Timeline
• Teacher, admin or parent refers to counselor for SST meeting. Meeting is scheduled, invitation is sent to parent. Included in invitation to parent is information handout about SST process. Those who may be invited are: referring person, admin, psychologist, sped teacher, teachers, coaches, mental health counselors or other community agency members. • Counselor sends SST packet to teacher(s) for input.	Counselor of record for student.	Upon notification of referral
• SST meeting is held. All information is shared and recommendations are made. • Follow procedure for SST meetings. • Information is documented. • If parent does not attend SST meeting, recommendations of the SST are sent to the parent by mail. No actions that require parent consent can be taken without their written approval.	Counselor of Record	During SST
• If the SST team recommends assessment for special education, the school psychologist must be immediately notified and provided a copy of the SST documentation. The psychologist or speech therapist will follow up with parents in the timeline listed below regarding that assessment. • If the team is concerned about medical issues for the student, the counselor will contact the school nurse to follow up with the family and establish a plan or referral for outside services.	Counselor of Record will notify appropriate staff	Immediately following SST meeting
• Upon completion of the meeting, the counselor will make a copy of the SST notes to all members who are part of the action plan. The original SST document will be filed in the students cumulative file. A log of the SST will be made in the SST logbook maintained at each site.	Counselor of Record	Immediately following SST meeting.
• If an evaluation is recommended, the following actions will occur: ○ Psychologist will contact parent within 15 days to get consent signed. ○ Documents provided to parent at time of signature include: Prior Written Notice for Initial, Assessment Plan, Developmental History, Copy of Procedural Safeguards.	Psychologist/SLP	Within 15 days of SST meeting date
• Once forms are signed and received by psychologist, the psychologist will send all originals (SST notes, PWN Form, Assessment Plan, Dev History) to Director of Education.	Psychologist	Within 5 days of receipt
• Comprehensive multi-disciplinary evaluation is conducted and IEP meeting is held to determine eligibility.	Psychologist	Within 60 calendar days of receipt of parent consent.