

- If a Child Study Team needs to be scheduled at Carman-Ainsworth Middle School, the following process will be followed:

Teacher Requests	Parent Requests
1. Teacher will contact parent to share concerns 2. Teacher completes Academic Discussion Form (ADF) 3. Turn Academic discussion form into assigned administrator and schedule meeting 4. Administrator will review form and student interventions using Student Performance Grid a. Administrator with the teacher will determine if student is monitored, placed in interventions, or a CST is scheduled b. BLIP form will be completed at least weekly for 30 school days 5. If CST is scheduled: a. Teacher will give counselor a copy of the ADF. Admin. Will contact TC to schedule cc. counselor. b. Parent will be contacted by TC to schedule. c. Parent input form will be given to teacher by administrator and then sent home to be completed before CST d. Bring all forms completed to CST. *Not having the parent input form complete does not impact holding the CST.	1. If request is in writing: a. Give notification to administrator. Admin. initials and gives to counselor. b. Counselor or designee will contact parent to discuss process c. Counselor will give request to special education teacher to schedule CST d. Parent input form will be given to teacher to be sent home to be completed before CST 2. If request is verbal: a. Administrator will contact parent to discuss process and interventions available b. Administrator will document and email teachers concerns c. If a CST is scheduled, teacher will be given parent input form to send home to be completed before CST