

- If a Child Study Team needs to be scheduled the following process will be followed depending on who and how the request is made:

Teacher Request	Parent/Guardian Request
1. Teacher will contact parent to share concerns 2. Teacher completes Academic Discussion Form (ADF) 3. Teacher will schedule a meeting with assigned administrator to review the ADF and past interventions history. Include review of Student Performance Grid (SPG) a. Assigned administrator with the teacher will determine if student is to be monitored, placed in interventions, or schedule a Child Study Team (CST) b. Teacher will complete Building Level Intervention Plan (BLIP) form will be completed for 30 school days 4. If CST is scheduled: a. Teacher will give counselor a copy of the ADF. Admin will contact TC to schedule cc counselor. b. Parent input form will be given to student by the counselor to be sent home to be completed before CST. c. Counselor will bring all forms to CST meeting. *Not having the parent input form complete does not impact holding the CST.	Written Request: 1. Assigned counselor will contact parent/guardian, complete the parent discussion guide and discuss immediate interventions or classroom supports available 2. Assigned counselor will inform Teacher Consultant to schedule Child Study Team and notify assigned admin. Counselor activates fact finding, distributing ADF to all teachers. Counselor to collect all forms prior to CST. 3. Parent input form will be given to student by the counselor to be sent home to be completed before CST 4. CST meeting will be scheduled by Teacher Consultant within ten (10) days of receiving written request unless otherwise directed by Director of Student Services Verbal Request: 1. Verbal request is forwarded to assigned counselor 2. Assigned counselor will contact parent to complete the discussion guide and discuss immediate interventions or classroom supports available. 3. Assigned counselor will document request and discussion and email teachers and admin a summary of parent concerns 4. Steps 2-4 of Teacher Request process will be followed