

## Private School Referrals

### Private School – Excluding Speech

1. Darnell receives a phone call from parent or school requesting referral.
2. Darnell mails a Parent Request for Student Intervention, Parent Rights, a green enrollment card, and teacher input information card.
3. Parent returns referral with all relevant documents including a copy of the Social Security card and the birth certificate. Darnell stamps the documents “received”, creates a permanent file, reviews referral with Susan, schedules the meeting, and gives the green enrollment card to Karen.
4. Karen enrolls the student through STI District Enrollment in Loxley Satellite School, initials the green enrollment card, and returns the green enrollment card to Darnell.
5. Darnell types the Notice of Proposed Meeting in SETSWEB and mails to parent. Darnell initials the green enrollment card.
6. The parent returns the signed Notice of Proposed Meeting or confirms by telephone.
7. Darnell gives Susan all appropriate folders for designated Friday meeting.
8. The referral meeting is held on the designated Friday.
9. Susan gives Terri the folder to enter the information in the Special Services database and gives Karen the green enrollment card to assign case manager.
10. The folder is given to Marcia Lucas to complete Vision and Hearing screening.
11. When Vision and Hearing is complete, evaluation request is sent to appropriate evaluator, and the folder is returned to the Special Services pending files.
12. Student is evaluated.
13. After review, the evaluation information is returned to Terri.
14. Four copies of the evaluation report are made.
15. The file is submitted to typist.
16. When the IEP Team Chair receives the evaluation packet, the IEP Team Chair schedules the meeting.
17. Eligibility is held.
  - a. If the child is eligible for special education and related services and the parents sign permission for services, the child should be enrolled in the base school.
    - i. Notify Karen to withdraw the student from the private school.
    - ii. IEP is written.
    - iii. Mark student “Active” in SETSWeb.
    - iv. Return the signature page of the eligibility report to Shannon Northcutt at COS.
  - b. If student is ineligible or the parent declines services, do the following:
    - i. Complete the Inactive Status Reason in the SETSWeb student folder.
    - ii. If Parent Waived FAPE, please attach note on outside of folder.
    - iii. Have Resource Consultant return the file to COS.