**Lakes Country Academy**
1001 East Mount Faith
Fergus Falls, MN 56537
218-737-6550 (phone)

**Serving 26 Region IV LCSC Member Districts**
**Special Education Setting IV K-12**
**Programs in Fergus Falls and Alexandria**

# Referral Form *Revised 11/2025*

## Student Information

| | | |
|---|---|---|
| Last | First | Date of Referral |
| Grade | Date of Birth | School Building |
| Parent/Guardian Name(s) | | Home Phone/<br>Email |
| Home Address | | |

| | |
|---|---|
| Student's Identified Disability Area(s): | |
| Students Service Minutes/Areas: | |
| Current Setting (i.e., III, IV, V) & how long student has been in this setting:: | Altered (Shortened) School Day? If yes, length of day: |

## District Information

| | |
|---|---|
| Referral District | Legal/Parent Resident District |
| Referring District Contact | District Contact Phone/Email |
| Case Manager | Case Manager Phone/Email |
| Name of person completing referral/Email | District MARSS contact person |
| **Consideration of referral approved by*:**<br><br>_____<br>***Signature of Referring District Special Ed Director*** | **Signature acknowledges student will be arriving at LCA at 9:30 and will be picked up at 2:30 daily (unless otherwise decided at initial intake meeting) and resident district acknowledges their responsibility for any individual student transportation needs.*<br>**Signature acknowledges lack of student progress may result in student returning to school district.* |

## Academic Data

| Reading | |
|---|---|
| Estimated Grade Level and Lexile | |
| Skill Deficits | |
| Skills Strengths | |
| Specific Current Coursework (ex:HS-classes, elem-curriculum or SpEd curriculum) | |
| Current MCA Test Results | Score: _____ ◯Met ◯Partially Met ◯Did Not Meet |
| **Current Literacy Screening**/ Progress Monitoring in Reading | **Attach Literacy Screening & Progress Monitoring Data** |

| Written Language | |
|---|---|
| Estimated Grade Level | |
| Skill Deficits | |
| Skills Strengths | |
| Specific Current Coursework (ex:HS-classes, Elem-curriculum or SpEd curriculum) | |
| Current Progress Monitoring in Written Language | **Attach Progress Monitoring Data** |

| Math | |
|---|---|
| Estimated Grade Level | |
| Skill Deficits | |
| Skills Strengths | |
| Specific Current Coursework (ex:HS-classes, Elem-curriculum or SpEd curriculum) | |
| Current MCA Test Results | Score: _____ ◯Met ◯Partially Met ◯Did Not Meet |
| Current Progress Monitoring in Math | **Attach Progress Monitoring Data** |

## Behavior Data

| Provide information about three behaviors that prompted this referral.<br>*Please use space below or attach additional sheet(s) as needed. | |
|---|---|
| Behavior 1: | |
| Behavior 2: | |
| Behavior 3: | |

| Number of restricted procedures (MDE reporting standard) within the last 180 school days (6 months).<br>*Seclusion*<br>*Physical Holding* | Total # ____<br>Seclusion # ____<br>Physical Holding # ____ |
|---|---|

**Check any relevant boxes and briefly explain what it looks like when the student engages in this target behavior.** *Please use space below or attach additional sheet(s) as needed.

Example

| | | |
|---|---|---|
| ✓ | Verbal Aggression | Swears and name calls, makes threats to injure others |

| | | |
|---|---|---|
| ☑ | Physical Aggression | |
| ☐ | Verbal Aggression | |
| ☑ | Property Destruction | |
| ☑ | Self-injury | |
| ☑ | Inappropriate Social Behavior / Sexualized Behaviors | |
| ☑ | Elopement Within Building / Out of Building or Off Grounds | |
| ☑ | Disruptive Behaviors / Provoking Peers, Loud Noises, Etc. | |

| | | |
|---|---|---|
| ✔ | Noncompliance / Refusal | |
| ✔ | Other: _____ | |

## Responses and Changes to Problem Behavior:

| What has staff / administration / etc. done?<br>Examples: implement restrictive procedures, systemic exclusions (e.g., suspension), individual work space, switched teacher, team meetings, FBA & BIP/PBSP put in place, etc. *Please use space below or attach additional sheet(s) as needed. |
|---|
| |

## Summary

| **What are the <u>top 3 areas of focus / skills</u> needed in order to get the student back to a less restrictive setting?**<br>Examples may include things such as…<br>Tolerating when others tell them no or to wait.<br>No elopement off of school grounds.<br>Asking to talk one-on-one with someone in the building instead of destroying property.<br>Attend to work / teacher for up to 15 minutes without needing a break.<br>*Please use space below or attach additional sheet(s) as needed. |
|---|
| Skill 1: |
| Skill 2: |
| Skill 3: |

# ***BEHAVIORAL DATA Scale***

***This form is a compilation of the most recent 30-60 days of frequency data.**

**Is student aggressive?** Select Frequency

| | | | | |
|---|---|---|---|---|
| 1 - Low Priority Occurs on 0-1 days in a month | 2 - Somewhat Occurs on 2-4 days in a month | 3 - Moderate Occurs on 5-9 days in a month | 4 - Somewhat Occurs 10-18 days in a month | 5 - High Priority Occurs on 19-20 days in a month |

**Is student dangerous to self/self injurious behavior?** Select Frequency

| | | | | |
|---|---|---|---|---|
| 1 - Low Priority Occurs on 0-1 days in a month | 2 - Somewhat Occurs on 2-4 days in a month | 3 - Moderate Occurs on 5-9 days in a month | 4 - Somewhat Occurs 10-18 days in a month | 5 - High Priority Occurs on 19-20 days in a month |

**Is student engaging in property destruction?** Select Frequency

| | | | | |
|---|---|---|---|---|
| 1 - Low Priority Occurs on 0-1 days in a month | 2 - Somewhat Occurs on 2-4 days in a month | 3 - Moderate Occurs on 5-9 days in a month | 4 - Somewhat Occurs 10-18 days in a month | 5 - High Priority Occurs on 19-20 days in a month |

**Is student displaying disruptive behaviors?** Select Frequency

| | | | | |
|---|---|---|---|---|
| 1 - Low Priority Occurs on 0-1 days in a month | 2 - Somewhat Occurs on 2-4 days in a month | 3 - Moderate Occurs on 5-9 days in a month | 4 - Somewhat Occurs 10-18 days in a month | 5 - High Priority Occurs on 19-20 days in a month |

**Is student having high frequency of restrictive procedures?** Select Frequency

| | | | | |
|---|---|---|---|---|
| 1 - Low Priority Occurs on 0-1 days in a month | 2 - Somewhat Occurs on 2-4 days in a month | 3 - Moderate Occurs on 5-9 days in a month | 4 - Somewhat Occurs 10-18 days in a month | 5 - High Priority Occurs on 19-20 days in a month |

**Is student coming into the region from a Setting IV (lateral placement)?**

| | |
|---|---|
| Yes. From where? | No |

**Is student currently being served in a more restrictive setting (i.e., Homebound, Homebased, Hospital, Residential) with the recommendation for transition to Setting IV?**

| | |
|---|---|
| Yes. What setting? | No |