



Northville Public Schools Cooke School Center Program Referral and Enrollment Process

The following process will be followed when a referral is made to Cooke School Center Program. This process may take up to **30 calendar days** to complete after all required documentation has been submitted.

1. REFERRAL

The sending district initiates the referral process for a student by contacting the Cooke School Center Program. Please send all materials to Erin Barney at Cooke School.

The sending district will be asked to include the following documents with the **NEW STUDENT REFERRAL PACKET** which will enable us to determine the appropriateness of our program for the student. Please use this checklist to be sure all required documents have been included.

- ☐ Most recent IEP Date: _____
- ☐ Most recent Evaluation Review Committee report* Date: _____
 - ☐ Psychological Evaluation Date: _____
 - ☐ Social Work report (if any, required for DD referrals)
 - ☐ Speech report (if any)
 - ☐ Occupational Therapy report (if any)
 - ☐ Physical Therapy report (if any)
 - ☐ Behavior Specialist report (if any)
 - ☐ Behavior Intervention Plan (if any, required for DD referrals)
 - ☐ Doctor's or nurse's report for students with health impairments or for students who have an Individualized Health Care Plan (if any)
 - ☐ Individualized Health Care Plan (if student has diabetes or seizures or a life threatening health condition)
- ☐ **Cooke School Center Program Referral Questionnaire** to be completed by a staff member or persons who are familiar with the student. Specifically discuss concerns related to areas of need that are most crucial for the student.
- ☐ Immunization records
- ☐ Birth Certificate

Please note for **ALL DD REFERRALS** we must have a MET labeling the student both CI and EI, copies of the Functional Behavior Assessment, copies of the behavior plans used with the student as well as dates showing that the plan has been reviewed and modified over at least a three month time frame.

***If MET and/or Evaluation Review are unavailable or out of date, the sending district will be asked to complete them before the student can be referred to Cooke School Center Program.**

Cooke School
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