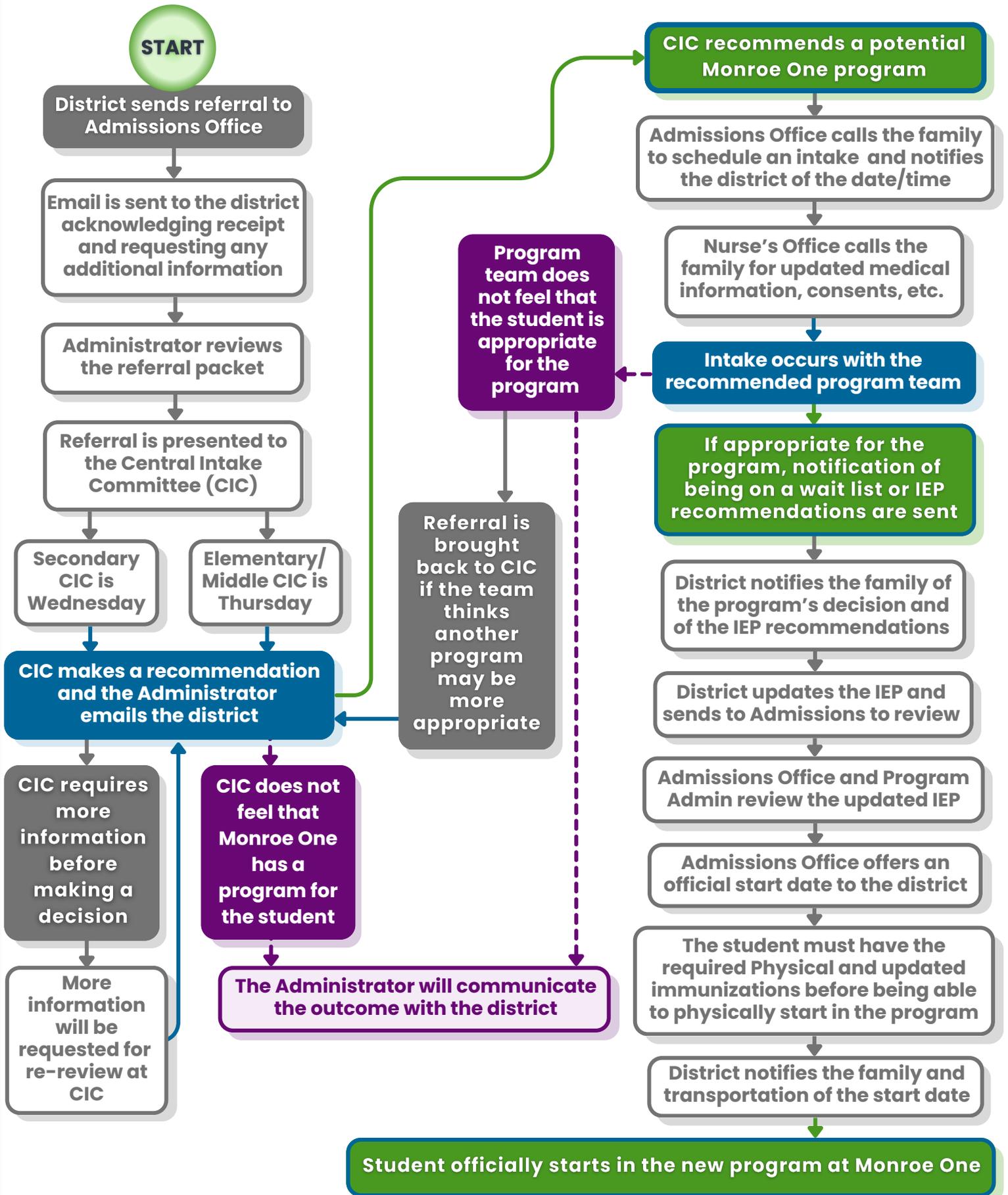


Special Education/ HSE Student Referral Process



Special Education/ HSE Student Referral Process

Every referral has a unique set of circumstances. We do our best to stick to the outlined process, recognizing that there may be situations where the process may need to be flexible

- A referral is sent to the Admissions Office (we can only accept referrals from school districts, not families/agencies)
 - Referrals are sent for consideration of all Monroe One programs (not for specific programs)
- The referral is acknowledged and preliminarily reviewed for the required documentation
 - We may hold on reviewing with the committee until all of the requested information has been received
- The referral packet is read in depth and then presented to the Central Intake Committee (CIC), which meets on a weekly basis
 - Secondary CIC reviews students for all programs with students in grades 9th – Transition and meets on Wednesdays
 - Elementary CIC reviews students for all programs with students in grades K – 8th and meets on Thursdays
 - Committee members include team members from the Offices of Special Education and Student Services, Student Admissions and Records, and Behavioral Health as well as Program Administrators
- CIC makes one of the following recommendations:
 - CIC recommends an intake for one of our programs
 - CIC asks for additional information before making a decision
 - CIC does not feel that Monroe One has an appropriate program for the student
- Admissions communicates with the district the recommendation of either moving forward with an intake or that we don't have a program to offer
- The Admissions Office reaches out to the family to schedule
 - The district is included on the intake invitation so that district representation may be able to attend the intake (not required, but encouraged)
 - Each program has standard intake days and times to offer to families
 - The Admissions Office will notify the district after typically 3 attempts, if we are unable to contact the family
 - The family will receive a letter and intake paperwork electronically to be filled out before the intake
 - Reminder phone calls are typically made 1-2 days before the intake
 - The nurse's office reaches out to the family if they are in need of medical information
- The intake occurs with the family and student where information is shared about the program and the program team gathers information about the student's strengths, areas of need and goals
- The intake team makes a decision after the intake and communicates the outcome to the Admissions Office
 - The Admissions Office sends the recommended IEP recommendations, notification of a wait list or the non-accept letter, based on the outcome of the intake team's staffing
 - The district notifies the family of the decision
- When moving forward with an opening, the district updates the IEP and the Admissions Office reviews before a start date is finalized
 - The nurse's office must sign off that they have received all the necessary information including a Physical from within a year of the start date and updated immunizations
 - Once the start date is finalized, the Admissions Office sends the official accept and the district notifies the family and transportation
 - If the re-evaluation is due within the school year that the student starts, the district is responsible for updated assessments
- The CIC process is also used for current students who are potentially transferring within Monroe One programs