

La Center School District Referral for Student Success Process

Step One: General Ed. Teacher

Purpose: Identify student concern(s). Begin plan and implementing of strategies.

- A. Implement teacher developed strategies to address student concern(s).
- B. Record dates of implementation.
- C. Contact parent indicating concern.
- D. Complete "Student Learning Plan" if needed.
- E. Complete "Student Success Plan"
- F. Collect work samples and assessments.

Step Two: Support Team (Example: Referring Teacher, other support teacher, counselor, Title and Speech Specialists, Special Ed. Teacher and Administrator as needed)

Purpose: To determine a plan of accommodations and intervention with the assistance of the support team.

- A. Select Support Teacher(s) and other support personnel to student case.
- B. Schedule a Support meeting.
- C. Invite Parents to attend meeting.
- D. Bring completed "Student Success Plan" and student work to support meeting.
- E. Record suggested interventions on the "Student Success Plan. Implement for 4 to 6 weeks.
- F. If interventions are not successful move to Step 3.

Step Three: RTI Team

Purpose: To review student folder. Determine additional support or refer to Special Education Evaluation Team.

- A. Request meeting with RTI team. (sign-up in office)(Office will provide RTI Team with confidential file to review prior to meeting.)
- B. Referring Teacher needs to contact parent to inform of referral to RTI.
- C. Bring all documentation listed on RTI "Reminders" list.
- D. Hold meeting.
- E. A member of RTI will fill out the "RTI Summary" form to document the meeting and plan. (results will go to support team)
- F. Schedule a re-evaluation of plan for 4 to 6 weeks to check for progress

OR

move to Step 4.

Step Four: Special Education Evaluation Team

Purpose: To determine if student needs to be assessed for Special Education.

- A. Schedule meeting with Special Education Evaluation Team with Teresa Smith.
- B. Bring all documentation thus far.
- C. Invite Parent(s) to meeting if appropriate.
- D. Team reviews data and teacher input to determine if needs to be assessed.
- E. Team will determine assessment areas needed.
- F. Complete parent consent form for testing at the meeting. (if parent is in attendance) or Jim Prather will mail consent form home.
- G. Make interim student support plan while assessing.
- H. If student does not qualify for Special Education, refer back to RTI Team.