

Student Success Team Representatives and Procedural Guidelines for Special Ed Referrals

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Procedures for a referral to Special Ed

Listed are the guidelines to follow when you have a student in question regarding academic progress.

If you begin a student packet, please call or email Jay or Teri and give us the name and grade of the student so we can start a folder.

1. Begin Tier 1 of SSTF packet the first week of school followed by completing the SSTF packet using the appropriate interventions.
2. Our Student Success Team should meet regularly to review the students that the team is targeting.
3. After all intervention activities are concluded, the members of the SST should make a decision to either refer to Special Ed or continue the current interventions being used that are successful for the student.

4. If the decision is made to refer, please forward the completed SST packet to Jay Harper or Teri Lange.
5. After review of the SST packet, a Special Ed. referral packet will be sent to the campus staff member assigned to oversee the completion and timelines of the referral packet.
6. Once the SSTF packet is completed, return it to Jay or Teri. We will then send that completed packet to the Special Ed Co-Op in Fredericksburg. The Co-Op will send a Special Ed Referral packet for you to complete.
7. Once it is completed, return to Jay or Teri and we will send to Co-Op and they will test the student.

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