

COUNTY REFERRALS

Types of Referrals

Placement –

District would like to consider a County Program as the offer of a Free Appropriate Public Education for a student.

Districts are requesting consideration into one of the following programs:

- Preschool First Class (Speech Only) – Services determined by IEP
- Preschool (Autism) – 5 hours per day.
- Preschool (ECSE) – 3 hours per day.
- Kindergarten – Hours vary
- Elementary 1st – 6th (MS, AUT, SH, ED, DHH) – 6 hours per day
- Middle School (MS, AUT, ED, DHH) – 6 hours per day
- High School (MS, AUT, SH, ED, DHH) – 6 hours per day

Each referral that is received is checked for completeness. If the referral is complete, it is assigned to the appropriate County Administrator.

If the referral is incomplete, a request for any additional items is sent to the requesting District. If those items are not received by a specified date, the referral will not be accepted.

Assessment –

District would like the County to conduct an assessment. Student may or may not be participating in a County Program.

Districts are requesting assessments in one or more of the following areas:

- Adapted Physical Education
- Speech and Language
- Alternative and Augmentative Communication (AAC)
- Deaf and Hard of Hearing
- Occupational Therapy
- Physical Therapy
- Visual Impairments
- Orientation and Mobility

Related Services –

District would like to consider receiving related services from the County. This may be an initial request or it may be a 'continuation of services'. Student may or may not be attending in a County Program.

Districts are requesting one or more of the following related services:

- Adapted Physical Education
- Speech and Language
- Deaf and Hard of Hearing
- Occupational Therapy
- Physical Therapy
- Visual Impairments
- Orientation and Mobility
- Interpretation (for students who are DHH and require this service)

COUNTY REFERRALS

Placement for Student Already Enrolled within SELPA

| ACTION | RESPONSIBILITY |
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| 1. Student has an existing IEP and District determines a need to consider placement in a County Program | District |
| 2. District completes "Referral for Placement Document" <ul style="list-style-type: none"> a. All contact information is verified and accurate b. All demographic information is verified and accurate and matches SEIS and Aeries records c. Current IEP does not require Annual Review within the next 45 days and does not require Triennial Review within the next 75 days <ul style="list-style-type: none"> i. IEP does not have County-provided services included as an offer of FAPE ii. IEP Notes page clearly indicates that a referral to a County Program is being made iii. IEP contains a signature page with parent signature iv. If parent requests a tour of a County Program, referring District coordinates with appropriate County Administrator and accompanies parent on the tour d. Current assessment report(s) submitted with referral e. Home Language Survey is included f. Health information including immunization records are included g. Any related services included on the IEP are indicated on the referral cover page | District <i>(Referral forms are available on the SELPA website)</i> |
| 3. Referral is submitted via email to wessreferrals@sbcss.net | District |
| 4. Referral is reviewed for completeness <ul style="list-style-type: none"> a. If referral is complete, it is forwarded to the appropriate administrator for review b. If referral is incomplete, District will receive notification – referral may not be accepted | County <i>(Area Director's Office)</i> |
| 5. County Administrator reviews referral and accepts or rejects the referral <ul style="list-style-type: none"> a. If referral is rejected, it will be sent back to the District. (School Support Technician will return referral to wessreferrals@sbcss.net. AD office will follow up with District to note the return) | County <i>(Principal and AD)</i> |

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| <p>6. For referrals that are accepted, School Support Technician will email District Representative and wessreferrals@sbcss.net indicating the acceptance and requesting an IEP meeting.</p> <p>a. This email will include at least three dates and times that the County Principal is available.</p> | <p>County <i>(School Support Technician)</i></p> |
| <p>7. Requesting District will schedule an IEP meeting and invite the County Principal. At the meeting, IEP will be updated to reflect County services. (At this point, the District continues to hold the SEIS record; once parents agree to services and the IEP is affirmed and student has enrolled in SBCSS Aeries, the County will request the SEIS record.)</p> <p>a. Service start dates are contingent upon parent enrolling student. Students who do not enroll within 2 weeks (10 business days) of the IEP meeting will be referred back to the originating district.</p> | <p>District <i>(County participates in meeting)</i></p> |

* If a County Principal attends the IEP meeting discussing the referral to a County program and agrees to the placement, County services may be added at that time. There would not need to be a second meeting.

COUNTY REFERRALS

Placement for Students Transferring in from Outside of the SELPA

| ACTION | RESPONSIBILITY |
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| District enrolls student through Aeries (this may be pre-enrollment). Enrollment process should include address verification, updated contact information, immunization records, home language survey, etc. | District |
| District ensures that any IEP documents are available in SEIS. (If IEP is written on forms other than SEIS forms, District will need to copy all information from previous IEP into SEIS). All appropriate SEIS documents must be available | District |
| District completes Interim Placement Form and related Amendment (forms are in SEIS) | District |
| <p>District completes "Referral for Placement Document"*</p> <p>A. All contact information is verified and accurate</p> <p>B. All demographic information is verified and accurate and matches SEIS and Aeries records</p> <p>C. Current assessment report(s) submitted with referral</p> <p>D. Home Language Survey is included</p> | District |

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|--|-----------------|
| E. Health information including immunization records are included F. Any related services included on the IEP are indicated on the referral cover page | |
| Referral is submitted via email to wessreferrals@sbcss.net | District |
| Referral is reviewed for completeness and forwarded to appropriate County Administrator. | County |
| County Administrator reviews referral and, if appropriate, begins the enrollment process. A. School Site Technician will email District to let them know that student will be beginning in program. | County |
| An IEP will be scheduled to occur within 30-days of enrollment | County/District |

*For students transferring in from outside of the SELPA, not all information may be available. We will work with Districts to get students enrolled