ELEMENTARY LEVEL CSE REFERRAL PROCESS

CST is a student-centered "think-tank" comprised of relevant school staff that collaborate and problem-solve about challenges individual students are experiencing. Our goal is to support students in meeting their highest learning potential in the general education setting.

STEP #1

a. Teacher contacts Student Support Team (SST) to discuss academic/social emotional/physical concerns

b. Parent/guardian contacts teacher to discuss academic/social emotional/physical concerns who then brings parent's concern to the Student Support Team (SST)

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STEP #2

The referred student is scheduled to be discussed at SST for the purpose of sharing individual challenges with the team and to begin the problem-solving/support process.

(The SST Team is comprised of: administrators, counselors, psychologists, student's general education teachers, special educator, speech and language pathologist, reading teacher, and nurse)

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STEP #3

1. ***SST Team meets every two weeks to problem-solve about new referrals and to review existing referrals after the 6 week trial period has ended***
2. ***Data is provided about the student by his/her teacher to ensure data driven decisions are made by the CST Team***

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STEP #4

SST formulates a Support Plan (AIS/RTI) to assist the student and the educational team. The teacher shares the clearly outlined Support Plan with the parents and team.

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STEP #5

After the 6 week trail period concludes, the SST determines the effectiveness of the Support Plan by reviewing data. Additional steps may be recommended by the SST team if the support plan was not successful in supporting student success:

1. ***Building level testing may be recommended****. This often during the 6 week trail period while the Support Plan is being implemented.*
2. ***The CSE Referral process begins****, in which parents send a letter of request to the building principal or directly to the Office for Student Support Services to request their son/daughter, is referred to the CSE.*

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CSE & 504 REFERRAL PROCESS

Once the signed CSE or 504 referral letter is received. The Office of Student Support has 60 days to complete psycho-educational testing, commencing with a CSE meeting to share results of testing. The CSE will determine if the student qualifies as eligible to become classified *or* receive 504 services. If students qualify for special education services or 504 services, an Individualized Education Plan (IEP) or 504 Plan is created.

* At any time during the above outlined process, parents can request refer their child to the CSE