

Private School Referrals – Speech Only

1. Darnell receives a phone call from parent or school requesting referral.
2. Darnell mails a Parent Request for Student Intervention, Parent Rights, a green enrollment card, and teacher input information card.
3. Parent returns referral with all relevant documents including a copy of the Social Security card and the birth certificate. Darnell stamps the documents “received”, creates a permanent file, reviews referral with Susan, schedules the meeting, and gives the green enrollment card to Karen.
4. Karen enrolls the student through STI District Enrollment in Loxley Satellite School, initials the green enrollment card, and returns the green enrollment card to Darnell.
5. Darnell types the Notice of Proposed Meeting in SETSWEB and mails to parent. Darnell initials the green enrollment card.
6. The parent returns the signed Notice of Proposed Meeting or confirms by telephone.
7. Darnell gives Susan all appropriate folders for designated Friday meeting.
8. The referral meeting is held on the designated Friday.
9. Susan gives Terri the folder to enter the information in the Special Services database and gives Karen the green enrollment card to assign case manager.
10. The folder is given to Marcia Lucas to complete Vision and Hearing screening.
11. When Vision and Hearing is complete, evaluation request is sent to appropriate evaluator, and the folder is returned to the Special Services pending files.
12. Susan sends evaluation packet to base school Speech and Language Pathologist.
13. Evaluations are completed.
14. Eligibility is held.
 - a. If the child is eligible for special education and related services and the parents sign permission for services, the child remains enrolled in the Loxley Satellite School.
 - i. IEP is written.
 - ii. Mark student “Active” in SETSWeb.
 - iii. Return the signature page of the eligibility report to COS.
 - b. If student is ineligible or the parent declines services, do the following:
 - i. Complete the Inactive Status Reason in the SETSWeb student folder.
 - ii. If Parent Waived FAPE, please attach note on outside of folder.
 - iii. Have Resource Consultant return the file to COS.