

## MIDDLE SCHOOL LEVEL CSE REFERRAL PROCESS

### STEP #1

*Parent or teacher contacts school counselor to discuss academic/social emotional/physical concerns.*



### STEP #2

*School counselor refers student to SST (Student Support Team) for purpose of sharing with team to beginning the problem-solving process  
(The Student Support Team is comprised of: administrators, counselors psychologists, nurse and social worker)*



### STEP #3

*SST Team meets every two weeks to problem-solve about referrals. Data is provided about the student by his/her counselor to ensure data driven decisions*



### STEP #4

*SST formulates an intervention plan (AIS/RTI, ISP, ASL, etc.) to support the student and the educational team. The school counselor shares the clearly outlined Intervention Plan with the parents, team and student.*



### STEP #5

*Intervention plan is implemented and parents have three choices:*

- 1. Intervention Plan started (6 week trial period & 6 weeks before 2nd SST review)*
- 2. Building level testing conducted by the school psychologist while Intervention plan is being implemented*
- 3. Begin CSE Referral process in which parents send a letter of request to the building principal or directly to the Office for Student Support Services to request the student be referred to the CSE while Intervention plan is being implemented*



### 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