

## Referral for Student Study Team

ACTIVITY	PERSON RESPONSIBLE	TIME LINE
1. Referral is made to the school's SST team leader, or through the 45 day screening from.	Classroom teacher, parent, school counselor, school administrator, student (self-referral) or other professional	Whenever concerns are noted
2. Student Study Team meeting is scheduled. Those who may be invited are: parent, referring person, psychologist, special education teacher, classroom teacher, principal or school administrator. It may also include school counselor, nurse, or health staff.	SST Team Leader Note: All communication with the parent must be in their primary language.	Notification to parent within ten days of referral
3. Student Study Team meeting is held. All available information is discussed and recommendations are made.	Student Study Team Leader	ASAP
4. Interventions and strategies should be implemented for a minimum of 4-6 weeks. Data should be collected to document effectiveness of interventions.	Classroom teachers, parent, student, other professionals	4-6 weeks
5. If interventions work, continue interventions.	Classroom teachers, parent, student, other professionals	At SST meeting
6. If interventions are not successful, the SST team must reconvene to review data.	Student Study Team Leader	At SST meeting
<ul style="list-style-type: none"> <li>• If an evaluation is not recommended, a list of educational accommodations and interventions is developed to address the needs of the student and concerns of the parent. Parent receives special education Procedural Safeguards.</li> </ul>	Student Study Team Leader	At SST meeting
<ul style="list-style-type: none"> <li>• If an evaluation is recommended the following is given to the parents               <ul style="list-style-type: none"> <li>Prior Written Notice</li> <li>Copy of signed Consent for Evaluation</li> <li>Parent completes Developmental History</li> <li>Parent receives Special Education Procedural Safeguards</li> </ul> </li> </ul>	Student Study Team Leader in consultation with the school Psychologist.	
7. If parent does not attend the Student Study Team meeting, the recommendations of the SST are sent to the parent.	Student Study Team Leader in consultation with the school Psychologist.	Within five school days of meeting
<ul style="list-style-type: none"> <li>• If an evaluation is <b>not</b> recommended, a copy of the recommended accommodations and procedural safeguards are sent to the parent.</li> </ul>	Student Study Team Leader	
<ul style="list-style-type: none"> <li>• If an evaluation <b>is</b> recommended, the following is sent to the parent:               <ul style="list-style-type: none"> <li>Accommodations developed at meeting</li> <li>Procedural Safeguards</li> <li>Prior Written Notice</li> <li>Consent for Evaluation form</li> <li>Developmental History form</li> </ul> </li> </ul>	Student Study Team Leader in consultation with the school Psychologist.	Within five school days of meeting
8. When the parent returns the signed consent, all evaluators are notified to begin the evaluation process. School Psychologist assumes leadership of evaluation. The following is sent to the Special Education Clerk:	School Psychologist	Evaluation begins with signed consent
<ol style="list-style-type: none"> <li>1. Consent (original)</li> <li>2. Vision and Hearing screen (original)</li> <li>3. Language Preference form (copy)</li> <li>4. SST parent invitation (copy)</li> <li>5. SST accommodation (copy)</li> <li>6. Parent follow up letter (copy)</li> <li>7. SST staff invitation (copy)</li> <li>8. Developmental History form (original)</li> </ol>	Student Study Team Leader or School Psychologist	Within five school days

9. A comprehensive multidisciplinary team evaluation is completed including all required components as outlined in federal and state statutes and Arizona State Boards Administrative Rules and Regulations

Multidisciplinary Evaluation Team

Within 60 calendar days of date of parental signature