

PRE-REFERRAL PROCESS

Parent(s)/Guardian(s) will be contacted whenever there is a concern about their child's academic, behavioral or social-emotional performance. Concerns may be addressed in a Student Study Team (SST) meeting. An SST is a multi-disciplinary team that considers, plans, and assesses general education interventions and supports for students experiencing academic, speech/language, and/or social-emotional/behavioral difficulties. The purpose of the (SST) is to problem-solve and to identify supports in the general education setting which allow a student to be successful. Early intervention planning for struggling students through the SST process is a function of the general education program. The SST process provides an opportunity for an in-depth focus on improving school success one student at a time.

It is highly recommended that every LEA have an SST process in place. This process may be initiated by school staff or parent(s)/guardian(s)/student. During an SST meeting, the Student Study Team will document concerns and current strategies being implemented or that will be implemented to attempt to address the student's concerns related to their learning. Areas that are important to discuss and document during the SST meeting are:

- Developmental/medical history
- Attendance/school enrollment history
- Review of vision, hearing, speech and language screenings ➤ Behavior
- Social-Emotional skills
- Academics: Performance and results of interventions

For in-depth information regarding the SST process and other pre-referral considerations, please refer to the EDCOE Charter SELPA Student Study Teams (SST) Handbook. This comprehensive document includes the following helpful topics as well as a number of appendices, and sample forms:

- What is a Student Study Team (SST)?
- Who Participates on the SST Team
- SST Referral
- SST Flowchart
- Insufficient Student Progress
- Legal Requirements
- Parent/Guardian Referral for Special Education Assessment
- Special Considerations for English Learners
- Helpful Suggestions for Effective SST Meetings
- Sample SST Interventions
- Commonly Asked Questions

Please note: In the event that a parent/legal guardian makes a written request for a special education evaluation, the LEA/district must respond within 15 days. Should the LEA/district determine testing is merited, they should respond by sending an assessment plan and a Prior Written Notice (PWN) with a copy of Procedural Safeguards to the parent/legal guardian.

