

The Referral Process: Actions and Responsibilities

Actions	Teacher	Special Education Resource Teacher	Administrator	Support Staff	Parent Communication
<p>Classroom Interventions</p> <p>GOAL: Student is successful as a result of program interventions specific to individual needs</p>	<ul style="list-style-type: none"> assesses student performance develops and implements a growth plan with student and parents assesses student growth implements adjustments consults with SERT (if necessary) 	<ul style="list-style-type: none"> works in collaboration with teacher (if requested) 	<ul style="list-style-type: none"> consults 	<ul style="list-style-type: none"> consults 	<ul style="list-style-type: none"> teacher describes in-class program adjustments and encourages input teacher consults with parent(s) about student's progress and results of interventions
<p>In-School Team</p> <p>GOAL: An effective action plan is developed to ensure student success</p>	<ul style="list-style-type: none"> requests In-School Team meeting initiates In-School Team Record identifies the area(s) of concern shares information from various assessments reports on results of interventions 	<ul style="list-style-type: none"> assists with preparation of In-School Team Record, if needed is an active member of the problem solving team recommends strategies, interventions, resources supports the teacher in gathering further assessment information administers appropriate assessment tools as recommended by the team shares assessment results 	<ul style="list-style-type: none"> ensures that In-School Team meetings are held as required appoints chairperson promotes a collaborative approach to problem solving focuses discussion on needs of student relative to the Ontario Curriculum has an awareness of a range of available resources to support the teacher's programming needs 	<ul style="list-style-type: none"> consults observes 	<ul style="list-style-type: none"> parent contributes further information and/or concerns parent could be invited to the In-School Team <p>As determined by the In-School Team, the teacher, SERT or administrator:</p> <ul style="list-style-type: none"> discusses recommendations describes testing procedures explains consent forms
<p>Referral to an IPRC</p> <p>GOAL: The Identification, Placement & Review Committee determine the student's identification and placement</p>	<ul style="list-style-type: none"> attends and participates as requested 	<ul style="list-style-type: none"> attends and participates as requested 	<ul style="list-style-type: none"> invites parents to participate in the IPRC provides copy of Parent Guide including SEAC information see IPRC checklist see IPRC Section of the Special Education Plan 		<p>The administrator:</p> <ul style="list-style-type: none"> explains IPRC process to parents discusses updated In-School Team Record and recommended identification and placement