

Special Education Documentation Process for Referral

If a student is having problems in the classroom, the teacher should first address these concerns with both the student and the parent(s). Then, staff needs to document at least two interventions that they have tried in the mainstream environment to meet the needs of the student before they can be referred to child study.

The attached form is one in which you can use to log interventions which you have tried to help the student.

As you begin to try different interventions write them down on this form and forward it to Rosemary at rosemary.brown@ortonville.k12.mn.us. She will then compile the information on the necessary referral forms to be sent to TAT, and if necessary, on to Child Study. You can send them daily or weekly, whatever works for you.

We are attempting to make the process as simple and user-friendly as possible so that we can proceed with the necessary steps to help our students in a timely manner.

Any questions please direct to Rosemary or Tim Marthaler. You may get copies of intervention ideas from the SFSS office, or Mr. Marthaler.

DATE _____

Student _____ Grade _____

Teacher _____

Problem that student is exhibiting _____

Intervention #1 _____

Results:

Week 1 _____

Week 2 _____

Week 3 _____

Intervention #2 _____

Results:

Week 1 _____

Week 2 _____

Week 3 _____

Recommendation: