



Referral Process for Intensive Resource Room

1. *Complete Referral Packet. Please include the following:*

- Current MET/REED
- Current MET/REED Reports
- Current IEP
- Current Report Card / Progress Report
- Update/progress report of any related services
- Strategy Planning Form
- Skills Checklist
- Communication Questionnaire
- BIP/FBA (if applicable)

2. Send complete packet to Special Services for review by the Director.

3. Packet will be sent from Special Services to the Review Team for consideration. (Members of the review team will be the IRR Teacher; School Psychologist; School Social Worker; Speech and Language Pathologist)

4. As part of this review, an observation by the IRR Teacher will be scheduled to assess student functioning in their current classroom environment.

5. After the observation is complete, the IRR Teacher and/or other member of the review team will meet with the home school team to discuss findings.

6. If referral is appropriate, the home school team will notify the student's parents/family of the change in placement. The home school team will schedule the IEP.

7. If the student does not meet the criteria for an IRR placement; the lead teacher (in IRR classroom) may assist the home school team with strategies and consult as needed.