

The Referral Process: Actions and Responsibilities

Actions	Teacher	Special Education Resource Teacher	Administrator	Support Staff	Parent/Guardian Communication
Classroom Interventions Goal: Student is successful as a result of program interventions specific to individual needs	- assesses student performance - develops and implements a growth plan with student and parent(s)/guardian(s) - sets small achievable goals for 6 week period - assesses student growth - implements adjustments - consults with SERT (if necessary)	works in collaboration with teacher (if requested)	- works in collaboration with staff - provides learning and resources for staff (if requested or as needed [one or the other]) - ensures parent(s)/guardian(s) engagement in process - ensures support focus uses student strengths	consults	- teacher describes in-class program adjustments and encourages input - teacher consults with parent(s)/guardian(s) about student's progress and results of interventions
In-School Team Meeting (ISTM) Goal: An effective action plan is developed to ensure student success	- requests ISTM - highlights areas of strengths and interests - identifies the area(s) of concern - shares information from various assessments - reports on results of interventions	- generates consent forms in SSNET - initiates ISTM Record in SSNET - is an active member of the problem solving team - recommends strategies, interventions and resources - supports the teacher in gathering further assessment information - administers appropriate assessment tools as recommended by the team - shares assessment results	- ensures that ISTMs 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 - ensures parent(s)/guardian(s) are invited to In-School Team	- consults - observes	- signs and returns consent forms - contributes further information and/or concerns - attends and participates in ISTM
Referral to an Individual Placement and Review Committee (IPRC) Goal: The Identification, Placement & Review Committee determine the student's identification and placement	attends and participates as requested	attends and participates as requested	- invites parent(s)/guardian(s) to participate in the IPRC using the letter of invitation - provides copy of Parent/Guardian's Guide including SEAC information - explains IPRC process to parent(s)/guardian(s) - discusses updated In-School Team Record and recommended identification and placement - see IPRC Section of the Special Education Plan		- provides any written information to the school principal for the IPRC to review and consider - completes, signs and returns the letter of invitation - attends and participates in the IPRC - signs and returns statement of decision