

**Special Education Office
49 Broad Street
Plattsburgh, New York 12901
563-6262**

SUBMISSION PROCESS: Individual completing this form must forward to the building administrator for signature and review.

Individual making referral: _____

Relationship to the student: _____

Placement Recommendation: _____

Signature of building administrator: _____ Date: _____

Signature of building administrator: _____ Date: _____

Please write clearly

Student's Name: _____ DOB: _____

Current grade: _____ Gender: _____

Address: _____

P.O. Box Number, and Street Address

City: _____ State: _____ Zip Code: _____

Please write clearly

Parents/Guardians Demographic Section

Please circle: Parent/Guardian/Foster Parent/Other:

Parent/Guardian Name: _____ Phone Number: _____

Address if different from student's _____

Additional Parents/Guardian: _____

Address if different: _____

Parent/Guardian Notification Section

Describe the extent of parental contact or involvement prior to making this referral: The parent/guardian must be notified of this referral and its nature prior to submission.

Date: _____ Description of contact _____

List individual who made this contact: _____

Date: _____ Description of contact _____

List individual who made this contact: _____

Building to Building communication

Date: _____ Description of contact _____

List individual who made this contact: _____

Date: _____ Description of contact _____

List individual who made this contact: _____

I have observed problems that interfere with his/her educational progress in the following area(s): Check all that apply. (all data will be needed to share at co-building level meetings)

_____ Academic performance, low or failing grades

_____ Behavior and/or discipline – FBA and BIPs included

_____ Speech, articulation

_____ Language

_____ Medical

_____ Other, specify

Signature of Director of Special Education: _____ Date: _____

Program Protocol for Out of Building Placement

When considering a student for a program/service that is not within the home building, the following steps are needed:

- Student discussed at CST for alternate options following review of data (benchmarking and progress monitoring academics/behaviors) – submission process portion is completed on referral.
- Building principals discuss options
- Parents are notified of possible options
- Principals arrange for team meetings, observations...
- Paperwork processed and sent to Special Education Office
- CSE meeting scheduled