



Special Education

Referral Process

Please follow these steps when referring student for placement in programs at Intermediate School District 917.

	<i>Action</i>	<i>Person Responsible</i>
<input type="checkbox"/>	1. A referral is completed for the program in which placement is sought and submitted to the Information Management Secretary for Intermediate School District 917. Referrals can be accessed on the district website.	✓ Director of Special Education from the district seeking placement or designee
<input type="checkbox"/>	2. The Information Management Secretary will route the referral to the appropriate staff at Intermediate School District 917.	✓ Information Management Secretary for Intermediate School District 917
<input type="checkbox"/>	3. The Assistant Director/Principal or a designee for the program to which a referral is being made, will contact the referring district.	✓ Assistant Director/Principal or designee
<input type="checkbox"/>	4. An IEP team meeting is arranged by the referring district to discuss student needs and the placement as well as to complete any further paperwork.	✓ Director of Special Education from the district seeking placement or designee
<input type="checkbox"/>	5. The IEP is updated, enrollment paperwork is completed and the office of Special Education for Intermediate School District 917 is notified of the student's enrollment.	✓ Assistant Director/Principal or designee