

School Based Therapy Referral Process

To add School Based Therapy to a student's IEP:

1. Determine the student's disability.
 - a. If the student's primary or secondary disability is ED : School Based Therapy may be offered immediately at the case conference. The Teacher of Record (TOR) must notify the School Based Therapist as soon as possible to get involved. The School Based Therapist will determine the times and frequency of this Related Service.
 - b. If the student's disability is not ED: The TOR must provide student background information to the School Based Therapist two to three weeks prior to the case conference to determine if the related service is appropriate and relevant to the students' educational needs as per the IEP.
 - The background information may be provided via giving a copy of the IEP to school based therapist, psychological evaluations, progress reports, and/or any other relevant documentation. Communication regarding other factors is also highly recommended.
 - The need for School Based Therapy services must be illustrated in the IEP through a behavioral goal that is skill-driven and/or a behavior plan.
2. After all pertinent information has been reviewed by the School Based Therapy team, the therapist will contact the Teacher of Record with their recommendation.
3. If School Based Therapy services are approved, a case conference must be held to add the Related Service to the IEP. The service times and frequency will be determined by the School Based Therapist.
4. IF the School Based Therapist is unable to attend the case conference, the TOR needs to confirm with the therapist that the Related Service was selected and written into the finalized IEP.

*It is recommended that the parent/guardian NOT be told of the possibility of School Based Therapy services until the SBT team approves it.

*If School Based Therapy services is added to the IEP of a student who does not have ED as a disability without first consulting with the therapy team, a meeting will be held between administration/conference chairperson and the special education director.

School Based Therapy Related Service Checklist

This checklist has been designed to assist teachers and other personnel in establishing appropriate School Based Therapy referrals by starting the communication early regarding a student. Please follow the checklist process below.

Student Name _____

Date _____ Teacher of Record _____

School _____

Primary Disability _____ Secondary Disability _____

_____ If the student's primary or secondary disability classification is Emotional Disability (ED), school based therapy can automatically be offered in the case conference. Contact School Based Therapist as soon as possible to get involved.

_____ If the student's disability is something other than ED, the Teacher of Record provides student background information to the School Based Therapist to determine if the Related Service is appropriate and relevant to the student's educational needs as per the IEP. Background information may be provided via IEP, psych reports, progress reports, discipline records, and/or any other relevant documentation. Communication regarding other factors is also highly recommended.

_____ After all pertinent information has been reviewed, the School Based Therapist will contact Teacher of Record with their recommendation of the Related Service.

_____ Upon determination of School-Based Therapy services, service times and frequency by the School Based Therapist, a case conference must be held to add the Related Service to the IEP.

_____ If the School Based Therapist is unable to attend the case conference, the TOR needs to confirm with the therapist that the Related Service was selected and written into the finalized IEP. The TOR, SBT, or CC Coordinator may add the Related Service to the IEP.

School Based Therapy Recommendation? Yes No

Comments: _____

