

Referral to Tier 4 Procedures

1. The SST/RtI Coordinator sends the RtI file to the school's assigned psychologist, who is located at Central Office, for review. This date is indicated on the school-level SST Log.
2. The school psychologist will contact members of the System SST/RtI team. The System SST/RtI Review team will review the file, complete the SST System Review form, and the school psychologist will return it to the SST/RtI Coordinator.
3. If the SST System Review form indicates that the file needs additional information, the SST/RtI Coordinator will obtain the necessary documentation and return the entire file back to the school psychologist for another System SST/RtI Team review. The file will be returned again to the SST/RtI Coordinator. The date of return should be indicated on the school-level SST Log.
4. If the SST System Review form indicates that the file is approved for referral to special education services for testing, then the SST/RtI Coordinator sends the original RtI file [i.e., all POI documents/forms, graphs, charts of graphed data, and medical records- do not include work samples or forms used to collect data] to the school's Special Education coordinator, along with the SST System Review form. This form should be placed on top of the rest of the paperwork.
5. The date that the SST/RtI Coordinator sends the file to the Special Education Coordinator, the file is logged out of SST. This date should be indicated on the SST/RtI log. If desired, the SST/RtI Coordinator may make a copy of the RtI file to keep along with other RtI files, or the SST/RtI coordinator may refer to the documentation in IC. Even if a copy of the file is not made, probes, work samples and other information for the student should be placed in a school-determined colored folder, placed in another location, or marked in some way to prevent the RtI/SST team from accidentally inviting the parent to another Tier 3 meeting during the Tier 4 referral process. [SST meetings are suspended during this referral time frame because it is confusing for parents to be contacted for meetings by SST staff and by special education staff.]s
6. After the file is logged out of SST, the following will occur:
 - a. SST will not have any Tier 3 meetings with parents during this time.
 - b. Interventions through SST will continue.
 - c. Progress monitoring through SST will continue.
7. The Special Education Coordinator will place the student's name on the school-level Special Education log. The Special Education Coordinator will double-check the vision/hearing date and results, and then send the Consent to Evaluate along with Parental Rights in Special Education to the parent. In some cases, the psychologist will inform the Special Education Coordinator that the file is on its way with adequate documentation. In these cases, the psychologist may suggest sending the Consent to Evaluate home right away in order to expedite the process.
8. After the Consent is returned, the form should be reviewed to determine if the parent approved or denied the request to evaluate. Listed below are descriptions of what should occur in each case:

- a. Consent denied: If the parent returns the Consent to Evaluate and denies the school's request, the original RtI file is returned to the SST/RtI Coordinator by the Special Education Coordinator. This date is indicated on the SST Log, and the student is returned to Tier 3. As soon as possible, a meeting should be held and the return to SST should be documented in the RtI minutes for the student. This documentation is important so that future readers of the file are able to understand what happened.
 - b. Consent approved: If the parent agrees for evaluation, then the Special Education Coordinator will follow procedures outlined in the Gold Book, which indicates that all original documents, including the additional documentation gathered by special education, should be sent to the Special Education Records Clerk. The school keeps a copy for the school-level Special Education file.
9. More explicit steps for this process are located in the Gold Book [Ware County School System Special Education procedure guide] under Initial Evaluation.
10. After the evaluation is completed, the Special Education Coordinator or Case Manager should invite a member of the SST/RtI team to the Eligibility Meeting.
11. If the student is determined to be eligible for special education services, then any additional documents (e.g., work samples, progress monitoring data, etc.) held by the SST/RtI should be forwarded to the student's Special Education case manager. At this point, the RtI process will continue under the purview of special education services.
12. If the student is determined to be ineligible for special education services, then the Special Education Coordinator will send the school-level copy of the RtI file to the Special Education Records clerk at the Central Office. The Special Education Records Clerk will send the original RtI file to the Special Education Coordinator. The Special Education Coordinator will forward the original RtI file to the SST/RtI Coordinator along with a copy of the Return to SST form [located in IC], which should be placed on top of the file.
13. Note: Special Education documents, such as the Georgia Eligibility form, should not be sent along with the RtI file. However, a copy of the psychological evaluation may be shared with the 504 Coordinator and placed in the 504 file if a 504 Referral is initiated as this document sometimes provides information required to substantiate the presence of a disability. Also, any medical information special education personnel obtained during the referral process may be shared with the 504 Team and placed in the student's 504 file. Although the psychological evaluation is not a document exclusive to special education alone, it is considered to be highly confidential, requiring professional interpretation; therefore, a copy of the student's psychological evaluation should not be placed in the SST/RtI files.