

Guide for Preschool Speech Referrals

Note: Only use the following steps when a significant speech and/or language problem is suspected by the teacher. For all other cases, follow the usual protocol, which begins with Tier 2. Everyone is expected to be familiar with the steps outlined in "Preschool RtI Summary" document (POI-62).

1. If not done previously, teacher contacts parent.
2. Teacher notifies DAFFODIL RtI Coordinator.
3. DAFFODIL RtI Coordinator informs teacher re: which forms should be started in IC (e.g., POI-1)
4. DAFFODIL RtI Coordinator schedules an SST meeting (Tier 3) and invites DAFFODIL SLP along with other team members.
5. SST meets.
 - a. 1st meeting for SST (In addition to usual POI paperwork)
 - i. Student Background form completed (POI-18)
 - ii. Permission to Screen completed (POI-14)
 - iii. Vision/hearing date must be documented or date for anticipated screening should be documented
 - iv. Forward copy of screening permission to DAFFODIL Special Education Coordinator to schedule Fluharty-2 (The coordinator will consult with SLP to make a plan for getting this done and making sure results get to SLP.)
 - v. Obtain permission to get records if outside speech services are or have been provided (POI-12 and/or POI-13)
 - vi. Send meeting notes (POI-5) to DAFFODIL SLP if he/she was unable to attend or email him/her and let SLP know they are available to review in IC.
 - vii. If parent does not attend meeting, hold meeting anyway (unless parent specifically asked to reschedule or cancel) and arrange to have necessary papers signed later.
 - viii. SLP will review information and make recommendations to teacher regarding interventions. Teacher should share interventions with parent. If SLP is present in the meeting, this information should be included in the Notes page; however, if SLP isn't present, SLP will open the POI-5Notes page [and/or POI-5C Interventions page] and document recommendations.

It is anticipated that the teacher and SLP will be in frequent communication throughout this process once it has started, so that recommendations may be made at the SST meetings.

- b. 2nd meeting for SST
 - i. Review results of Fluharty-2 screening, make sure Vision/Hearing have been done.
 - ii. Teacher and Parent report on results of interventions.
 - iii. Recommend to continue interventions or recommend referral for testing through special education.
 - iv. If special education testing is recommended, give PES-2 to teacher to complete.

If the student appears to need a referral, organize all the paperwork in the file (including PES-2 from teacher) and forward it to DAFFODIL Special Education Coordinator. Do not send speech only referrals to System RtI Team. If there are questions about what should be in the file prior to sending it to DAFFODIL Special Education Coordinator, contact the School Psychologist to review the file. Doing this may be helpful for the first 2 or 3 referrals.

Once the file is sent to her, the DAFFODIL Special Education Coordinator will prepare it for special education referral, and it will follow the usual process at this point.

The file is logged out of SST when it goes to the Special Education Coordinator.