HPS Referral Process

Transfer student from LEA (This student is currently attending in your building.)

LEA Principal/Teacher completes the <u>Student Referral Information</u> form if the student's IQ is 55 or below. They will send it, with current IEP and MET with any Psychological Reports to HPS Principal.

Records are reviewed by HPS Principal and Teacher.

HPS Principal/Teacher will visit the student in the LEA classroom.

HPS team's recommendation on student's placement. If eligible, HPS Principal will notify parents and contact LEA Principal.

HPS Principal will schedule a tour of HPS with parents/student.

HPS Principal/Teacher will assist parents to complete the "New Student" packet.

HPS Transportation department will notify parents of busing times and bus numbers.

New student to Tuscola County

(Could also be a transfer student from a center-based program)

LEA Principal reviews current IEP and MET with Psychological Report. If IQ score is 55 or below, the LEA Principal will notify HPS Principal.

Records are reviewed by HPS Principal and Teacher to see if appropriate program is available.

LEA may have student on a 30 day temporary placement so HPS Principal/Teacher can visit the student in the LEA classroom.

HPS/LEA team's recommendation on student's placement.

If student qualifies for HPS, HPS Principal will notify parents and LEA Principal for a tour of HPS with their child.

HPS will schedule IEP to be held at HPS.

HPS Principal/Teacher will assist parents to complete the "New Student" packet.

HPS Transportation department will notify parents of busing times and bus numbers.