



REFERRAL PROCESS

Finding a suitable program for a family member with a disability can be overwhelming. Your search is not only an important one; it is also an emotional journey. The School at Springbrook takes every measure to be sure that the process is confidential and as easy as possible. Our team takes great care to properly evaluate each student's specific needs, as well as our ability to provide the level of need your family member deserves.

We understand that referrals to our residential and day school programs are frequently driven by unique, complex circumstances. Our evaluation process is sensitive to the needs of the student and their family members.

If the family and school district come to the consensus that an alternate program is necessary, the school district's Committee on Special Education (CSE) will send a packet of information to The School at Springbrook.

The packet should include:

- **Individual Education Plan**
- **Individual Service Plan, if available**
- **Psychological Assessment**
- **Social History**
- **Functional Behavior Assessment**
- **Behavior Intervention Plan**
- **Behavior Data, Incident Reports, etc.**
- **Related Services Evaluations (Speech, OT/PT)**
- **Discharge Summaries from Hospitalizations, if any**
- **Materials from Previous Placements**
- **Medical Records (Physical Exam, Immunization Records, Medications, and any medical conditions that we would need to be aware of)**

The referral will be reviewed by The School at Springbrook's Admissions team. If we feel that our program may be able to meet the needs of the student, a screening to assess the child may be arranged. If not, a decline letter is sent to the referring agency/school district.

We believe in teamwork and require that both the school district along with the parent(s)/guardian(s) be involved in this process.