

ADHD REFERRAL GUIDELINES

SEVIER COUNTY SCHOOLS/DEPARTMENT OF SPECIAL EDUCATION

Prereferral/ S-Team Process	<p>When concerns regarding attention/hyperactivity develop, school staff will make appropriate attempts to meet the needs of the student within the regular classroom through the S-Team process. Teacher may refer to S-Team using <i>Referral for Behavioral Assessment</i> form. Any decision made by the S-Team should be based on educational impact. Parent should be invited to attend a meeting to create behavior management techniques for interventions in the classroom. A behavior plan should be developed and implemented for a reasonable amount of time (two to six weeks is suggested) before making a referral.</p> <p>[Exception: If the parent or guardian of the student requests a comprehensive evaluation, the referral must be implemented immediately by looking at educational impact. Use the <i>Evaluation Summary of Physical/Health Impaired</i> to determine educational impact. The <i>Response To A Request For An Evaluation</i> form should be used at this point if there is no educational impact.]</p>
Permission for Assessment	<p>If interventions prove ineffective and student is going to a physician or being considered for special education services, further assessment is needed. Obtain parent permission for a Functional Behavior Assessment, Social and Developmental History, Home/School Behavior Rating Scales and Achievement Testing using the <i>Permission for Assessment</i> form, accompanied by the <i>Rights of Children with Disabilities and Parent Responsibilities</i> booklet.</p>
Assessment	<p>When the assessment is completed, the school psychologist will write an ADHD Summary Report. The assessment team will again look at educational impact using information gathered from the ADHD Summary Report, direct observation and achievement testing and develop an <i>Evaluation Summary of Physical/Health Impaired Student</i> (if not done previously). If a physician requests it, or if there is a possible learning disability, further testing will be completed.</p>
Invitation to Mtg	<p>Schedule meeting with parent to share information. Give parents copies of reports along with a medical form for the physician, and obtain a Release of Information for interchange of information between the physician and school staff. Use a conference summary form to document that information was given to the parent and student was referred to a physician.</p>
Eligibility Meeting	<p>When a diagnostic report is received from the medical doctor. schedule a meeting to determine eligibility for special education services. Follow up with parent if no medical is returned after an appropriate amount of time. If student is not eligible for SpEd, a 504 Plan may be developed to make classroom accommodations.</p>