



Referral Process for CCS Learning Center Services

- The classroom teacher identifies students who may require intervention. Concern may be brought to the teacher by the parent, but often the concern is raised by the teacher through their personal observations.
- The teacher meets with the parents to discuss the concerns and outlines the basic plan of action.
- The teacher follows the school procedure to develop an intervention strategy and to provide support with the intention of remediating the academic concern.
- If after a period of time the concentrated efforts of the teacher fail to alleviate the student academic concern, the Principal and learning center director, in conjunction with the teacher, review all the data to determine a recommended course of action.
- The Principal or his/her representative will meet with the parents to discuss the findings and conclusions and to present a recommended course of action.
- This recommendation may include a formal educational evaluation to gather additional specialized professional data in order to determine if the school is able to service the student's specific learning needs.

- The school learning center services may be recommended to the parent if the school feels it has the resources to meet that child's particular learning needs.

Additional considerations:

- The learning center director and administration approve specific accommodations or modifications to the curriculum.
- Students receiving significant modifications to the curriculum will receive a notation on their report card indicating this arrangement.
- Student may receive intervention during the school day only for appropriate/recommended CCS programs.