

# STEP Referral Process

## REFERRAL PROCESS AND TIMELINE

- A reevaluation is done to determine if the student is still eligible for special education services and will have transition needs in living, learning, and/or working that will extend beyond the fourth year of high school.
- If so, the IEP team determines the student's needs and discusses the 4+ options available (refer to the 4+ Transition Planning Chart).
- The IEP team chooses the best placement for the student.
- If STEP is the 4+ option chosen, the IEP teacher completes the STEP referral form and sends it to STEP.
- After STEP receives the STEP Referral Form, STEP will contact the student and parents to provide additional information about the program and to schedule a tour of the campus if desired.
- STEP contacts the student with information about next steps, orientation, registration, etc.
- The IEP meetings for students who may attend STEP need to be completed during January through April in order to meet the enrollment deadlines for the community college.

## GUIDELINES

- Placement is always an IEP team decision and the team includes the student and parents.
- Placement decisions can only be made during the IEP meeting.
- If a team member has a strong opinion about a student's placement, that team member must be in attendance at the IEP meeting.
- Once a decision has been made, that decision cannot be changed without another IEP meeting.
- Students can remain in 4+ placement for as long as they remain eligible for special education services.

## OTHER INFORMATION

- In compliance with IDEA (Individuals with Disabilities Act), the student will continue to have an IEP while in the program and the IEP will continue to be weighted for special education dollars.
- The student does not officially graduate from high school and is not exited at this time.
- The high school diploma is held until completion of, or withdrawal from, STEP.
- There shall be a signed Contract for 4+ Transitional Services between the LEA and SCC.

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