

STEP Referral Process

TWO-PART IEP REEVALUATION MEETING PROCESS AND TIMELINES

- The special education teacher schedules a reevaluation to determine if the student continues to be eligible for special education services.
- The IEP team identifies the student's unmet transition needs. These unmet needs can be in living, learning and/or working.
- The IEP team identifies potential placement options that would meet these needs. 4+ options include a wide variety of placement options in the high school, community or college.
- If STEP is an option, then the special education teacher completes the STEP Referral Form and sends it to STEP.
- STEP will contact the student and parents to provide additional information about the program and to schedule a tour of the campus if desired.
- The special education teacher schedules part 2 of the reevaluation and the IEP team comes back together to discuss the placement options and make a final decision.
- The reevaluation is completed and decisions are documented on the Prior Written Notice. This decision cannot be changed without another IEP meeting.
- The special education teacher contacts STEP to let them know that the student has been placed in STEP.
- The special education teacher submits the remainder of the STEP intake forms from the STEP packet which includes the STEP Transition Evaluation (if used), IEP Goals & Accommodations worksheet, and STEP Funding Specifications.
- The IEP meetings for students who may attend STEP need to be completed during January through March in order to meet the enrollment deadlines for the community college.

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.

FOR QUESTIONS, CONTACT YOUR GREAT PRAIRIE AREA EDUCATION AGENCY REGIONAL DIRECTOR