**FLOWCHART**

**Student Assistance Team Referral Process**

**Student meets one or more of the following designations**:

\_\_\_Obvious or suspected disability

\_\_\_Has been retained

\_\_\_In danger of being retained

\_\_\_Exited from Special Education

\_\_\_Restrained two more times in a 30-day period

\_\_\_Parent request

**ACADEMIC**

**Teacher Teams/PLC**

determine the need

for additional time or intensity (layer)

for support/intervention(s) within MLSS

PLUS,

[Form A---Student Profile & Background-(Teacher)](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-A-Student-Profile-and-Background-Information.docx)

[Form B—Instructional Fidelity Assurances-(PLCs/Teacher Teams)](https://webnew.ped.state.nm.us/wp-content/uploads/2022/08/FINAL-FORM-B-Instructional-Fidelity-Assurances.docx)

[Form C—Student Case History-(Parent)](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-C-Student-Case-History-4.docx)

[Form D—Vision & Hearing—(Nurse)](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-D-Vision-and-Hearing.docx)

*Submit forms within 2 weeks of suspecting need for supports*

**BEHAVIOR**

**Teacher Teams/PLC**

determine the need

for

additional behavioral supports/interventions

PLUS,

[Form A--Student Profile & Background—(Teacher)](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-A-Student-Profile-and-Background-Information.docx)

[Form C—Student Case History (Parent)](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-C-Student-Case-History-4.docx)

[Form D—Vision & Hearing (Nurse)](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-D-Vision-and-Hearing.docx)

[Form E--Fidelity Assurances for Behavioral Supports-(PLC/Teacher Teams)](https://webnew.ped.state.nm.us/wp-content/uploads/2022/08/FINAL-FORM-E-Behavior-and-Fidelity-Assurances-Form-for-SAT.docx)

*Submit forms within 2 weeks of suspecting need for supports*

**and/or**

**SAT Lead**

*Complete this process within 2 weeks of receipt of SAT referral packet*

1. Creates a **FILE**

2. Schedules a meeting and invites appropriate school experts and parent/guardian.

* [Form F—Invitation to SAT Meeting to review all data sources](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-F-Invitation-to-SAT-Meeting.docx) ([Spanish Translation](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-F-Invitation-to-SAT-Meeting-Spanish.docx))

3. Schedules a student observation

* [Form G—SAT Observation Form](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-G-Student-Observation-Form.docx)

**SAT Meeting**

*Schedule meeting within 2 weeks of completion of SAT documents for academic/behavior (SAT Lead)*

1. Review, discuss, and summarize all data sources from SAT referral packet\*

2. Make recommendation(s)

* [Form H—Summary of SAT Meeting and Recommendations](https://webnew.ped.state.nm.us/wp-content/uploads/2022/08/FINAL-FORM-H-Summary-of-SAT-Meeting-and-Recommendations-1.docx)

**NOTE:** Each public agency shall maintain a record of the receipt, processing, and disposition of any referral for an individualized evaluation. All appropriate evaluation data, including complete SAT file documentation and summary reports for all individuals evaluating the child shall be reported in writing for presentation to the eligibility determination team**. Source**: NMAC 6.31.2.10(D)(1)(c)