

## **Referral to Inter-district BHASED Programs: Black Hawk Area Education Center, Phoenix Program, and D/HH Program**

### **STEPS:**

1. Local district staff refers to the student's IEP Team and district's key contact person (i.e. District Special Education Coordinator).
2. The District's key contact person (i.e. District Special Education Coordinator) & the BHASED SPED Coordinator will assist the IEP team in determining whether or not they have exhausted local options.
3. ***If it is considered appropriate a Reevaluation should be completed at this time.*** If the most recent Reevaluation is valid, those components which provide the rationale for a referral to a more restrictive program must be updated.
4. The BHASED SPED Coordinator will verify that the inter-district program is aware of the pending referral. The Coordinator will work as a liaison between the inter-district program and the local district in order to facilitate fact-finding and completion of the necessary Referral packet of information.
5. A copy of the completed Initial evaluation/Reevaluation, current health record, and the most recent IEP will be attached (or accessed in EmbraceIEP) to the Referral packet.
6. Authorization for Exchange of Confidential Information should be signed by the parent to release any reports (generated by agencies or organizations other than the school district) to the inter-district program. If a release involves a mental health agency, the student must also sign if 12 yrs or older.
7. When a student with an active IEP moves into the BHASED region **and** the IEP or available information clearly reflects placement in a BHASED inter-district program, the local district and the inter-district staff shall cooperatively work to expedite the placement.
  - **Current IEP** – If an IEP is unavailable (through EmbraceIEP or a paper copy), an IEP meeting must be held in an expedited manner and an IEP developed prior to placement. Information for the IEP can be obtained by communicating with the school district via telephone by LEA staff prior to the IEP meeting.