### Observation

Teacher observes student need and checks student file on Open Apply/Managebac. Teacher initiates 2-3 in class interventions, documents their effectiveness and shares concerns with parents.

### **Notification**

If interventions are ineffective, teacher notifies Learning Support team through Request for Consultation form of contact with Learning Support.

### **Data Gathering**

Learning Support teacher observes and collects comments from integrators on Request for Consultation form. In house and external assessments are considered.

Classroom teacher contacts parents and presents data.

**Learning Support Referral Process** 

New student arrives at ISS with existing Ed Psych report and/or student plan.

## **Programme Planning**

Learning support teacher meets with class teacher, integrators (if applicable) and administrator to discuss strategies, assign a suggested level and construct Student Plan (AP/IEP). Caseload Manager assigned. K-12 Coordinator notified.

# **Programme Coordination**

Classroom teacher coordinates meeting with parents and support teacher to discuss Student Plan.

#### Review

Student Plans reviewed in November and final comments added in May.

