

Special Education Referral Process



At HCA, all staff strive to ensure the academic growth of each student. HCA recognizes that all learners possess natural, God-given strengths and weaknesses; the goal of the Student Support Team is to identify areas of struggle. Afterward, solutions and next steps may be taken to ascertain appropriate accommodations and/or modifications as needed. The SST process ensures that all learners have equal access to further testing as needed, to an Individualized Learning Plan (ILP), and to access support provided by the public school system.

HCA Student Support Team Process Map:

Eligibility Meeting

1. **Determination of Eligibility:** Written referral (by classroom teacher, parents/guardians, or from previous school record or IEP) requesting special education services submitted via specified intake form provided by Hershey Christian Academy.

Assessment

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| <ol style="list-style-type: none">2. Data Team Review: Principal, General Education Teacher (Elementary/Secondary), Student Development Specialist review referral paperwork to determine eligibility of need and potential placement. <i>This must be within 10 days of receipt of referral.</i> | <ol style="list-style-type: none">3. Assessment Plan Approval: Parent is informed and added to the SST, Assessment plan is created.

<i>Assessment Plan:</i> Measurable behavior, data collection (Frequency, duration, episode), and suggested recommendations for accommodations or modifications. |
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Review of ILP

4. **Initial ILP and Review:** Are current modifications/accommodations working? Documentation will continue and an Initial Individualized Learning Plan is created. If current support does not suffice, SST reconvenes and begins referral process for local district/IU for testing. *-must be within 30 calendar days of initial eligibility meeting.*

Additional Testing and Evaluation

5. **Free Testing: IU/Public School or Referral to Private services:** To gain a broader perspective of learning strengths and challenges, further testing may result in other accommodations, IU services, and Student Development Specialist intervention.