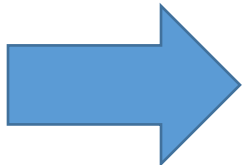


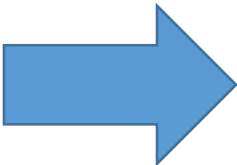
START

Alternative Ed Referral Flow Chart

When a referral to alternative Ed is suggested or warranted, administrator, teacher of record or designated school personnel should review Alternative Ed Checklist



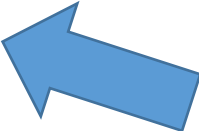
Begin checking off areas that are met (i.e., student has been self-contained, FBA is up-to-date, updated testing has been requested, student referred to counseling, etc.)



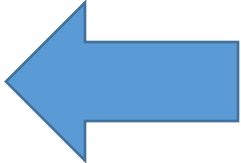
Convene IEP or SAT to ensure IEP has been exhausted, BIP has been developed based on FBA, etc.). If attendance is an issue refer to truancy.



Administrator or Counselor reviews checklist, ensures all areas have supporting documentation



Administrator completes form titled Monongalia County Schools/Consideration for Alternative Education Form



Attach copies of Discipline Reports, Credit Check, Attendance, Behavior Plan, Grades, Relevant SAT/most recent IEP, Transcripts, etc.

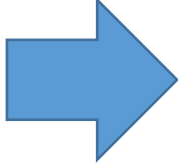


Referral Form **MUST** be signed by Administrator/Principal



Scan referral information and send to sdburgess@k12.wv.us

In subject line write:
Referral ____ (Student initial)



STOP
Referral will be reviewed
DO NOT SCHEDULE REFERRAL MEETING UNTIL CONTACTED BY ALT ED STAFF

You will receive a confirmation of receipt and then additional information regarding the referral (approximately 1 week)