

MSD REFERRAL and PLACEMENT FLOWCHART DESCRIPTION

1. The resident district conducts an Evaluation Review with input from parents.

Note: Since ISDs are charged with the tuition costs for placements at MSD, the resident district notifies the ISD when IEPT meetings are required and coordinates the date and time of the meeting with them. The resident district also provides the MSD IEP Coordinator with the names and addresses of the ISD personnel who should be included on the IEP Invitation. This permits the ISD to participate as a member of the IEP team.

2. Evaluation data generated by the Evaluation Review indicates the need for a change in the student's special education placement.
3. The resident district and the parents consider MSD as a possible placement.
4. The resident district arranges for parents and a representative of the resident district to visit MSD.
5. The resident district and parents reconsider MSD as a possible placement, taking into account information gathered from their visit to MSD.
6. ***(Based on the information gathered from their visit, the RD and parent determine that MSD will probably not be an appropriate placement option.)***
7. ***(The RD schedules an IEP without involvement of MSD staff.)***

Note: If the IEP determines that MSD should be reconsidered as an appropriate placement, the IEP will be recessed and reconvened with MSD representatives present. The RD provides tentative goals and objectives.

OR

8. Based on information gathered from the visit, the RD and parent determine that MSD may be a placement option and RD sends current Evaluation Review, MET, IEP, last Redetermination IEP and other supporting documentation to MSD for review.
9. After MSD reviews documents for completion and accuracy, it notifies the RD to schedule an IEP Team meeting, inviting representatives from MSD and the ISD.
10. The IEP Team meeting is convened. The RD provides tentative goals and objectives.
11. ***(The RD IEP Team's recommendations do not include placement at MSD.)***
12. ***(The RD implements the IEP decision.)***

OR

13. The IEP Team recommends placement at MSD.
14. The parents and the RD Superintendent agree with the placement at MSD.
14. At the IEP Team meeting, the RD determines to retain the right to convene future IEP Team meetings for their student.
15. At the IEP Team meeting, the RD authorizes MSD to convene future IEP Team meetings for the student.
16. The RD arranges transportation for the student to/from MSD either daily or for weekends.
17. At the conclusion of the IEP, the parent signs the Release of Records form. RD provides the MSD representative with copies of the student's current records including Evaluation Review, Multidisciplinary Evaluation Team reports, most recent Redetermination IEP and the current IEP Team report. The parent may register the student at that time or may make an appointment to register the student before the IEP is implemented.
18. The parent takes the student to MSD and enrolls him/her at the school.
19. As part of the enrollment process, the parent signs the Consent to Evaluate and provides all required information including immunization records, guardianship papers, if appropriate, birth certificates, etc.

Note: The MSD records secretary enters the student data into MI-CIS and notifies all staff of their responsibilities in implementing the student's IEP. All information is sent to the database manager.

20. As part of the enrollment process for high school and post high school student, the MSD staff and the student develop the student's schedule. Placement testing may be required.
21. The student begins his/her placement at MSD based on full implementation of the IEP Team decision.
22. MSD sends for the remaining portions of the student's records; MSD also completes any additional assessments identified in the IEP Team report.
23. When appropriate, MSD reviews the student's status and determines the need for IEP Team meetings. These include annual review and redetermination IEPs and any time there is a need to change the student's special education status.
24. If the RD retained responsibility for the student's IEPs, MSD requests the RD to convene an IEP and to invite representatives from MSD and the ISD, if appropriate.
25. If the RD authorized MSD to convene the Student's IEP, MSD schedules an IEP at a time that is convenient for both the parents and the RD and invites a representative from the ISD, if appropriate.

Note: At this point, the placement decision of the IEP returns the process to step # 9.