
RICHARD S. SHERMAN GREAT NECK NORTH MIDDLE SCHOOL
MEMORANDUM

TO: TEAM LEADERS

FROM: J. SCOTT & J. BOWMAN

SUBJECT: Pre-referral Strategies and IST

DATE: 9/2019

As we strive to meet the varied learning styles of our students, we would like to clarify the process that ultimately leads to Committee on Special Education (CSE) referrals.

1) Team Meetings:

- As usual, these meetings may be initiated by parents, teachers and other professionals. Please invite a psychologist to a Team Meeting if there are concerns about a student's functioning.
- Pre-referral strategies recommended may include the following:

Extra help schedule	Additional time for assignments
Agenda signing	Breaking down tasks
Weekly progress report/email re: missing HW, upcoming tests, and/or long-term projects	Checking for understanding
Preferential seating	Monitor for pacing of work completion
Addition of building level supports	Simplifying directions
Use of graphic organizers	Refocusing and redirection
Modified volume of homework	Time to process information
Extended time on tests*	Visual materials provided when possible
Modified test <i>format only</i> ; not modified content*	Positive Reinforcement Plan*
Building-level counseling*	Referral for outside therapy/evaluation*

* See psychologist or special education chairperson before recommending

- After recommending any of the above, please note the date that the strategies were implemented and monitor the effectiveness of each strategy.
- *If pre-referral strategies do not prove sufficient after 4-6 weeks*, please fill out the IST referral form, which can be obtained from your guidance counselor.
- Guidance counselors will keep psychologists informed of students who are being monitored for referrals.

2) Instructional Support Team (IST) meetings:

- May be requested by teachers, guidance counselors, psychologists, or administrators.
- The effectiveness of the pre-referral strategies will be discussed with the psychologist, Team Members present, and the grade level administrator if possible.
- If there is sufficient evidence for lack of progress even with empirically supported strategies were implemented, the IST may recommend that a referral is made to the CSE.