

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

SWWC

Education & Administrative Resources

Educational Learning Center Referral Packet



What to Expect When Referring to the SWWC Educational Learning Centers

Criteria for Consideration of Services

- Student must meet Minnesota Special Education Disability Criteria.
- Student must have a current Individual Education Plan (IEP) including a Positive Behavior Support Plan (PBSP) or Behavior Intervention Plan (BIP).
- Student must have a specific goal related to the student's behavioral needs.
- Student must have a current Evaluation Report (ER) including a Functional Behavior Assessment (FBA).
- Student must exhibit an educational need for a Federal Setting IV program and have been serviced at least 60% of the school day in a special education setting (i.e. Federal Setting III).

Referral Process Steps:

- Call the specific Educational Learning Center (ELC) Program Contact.
 - The Program Contact will discuss current openings and ask for some preliminary information.
- Make sure all necessary parties have been notified of the referral:
 - Legal guardian
 - Resident school district (the district in which the legal guardian lives)
 - If a SWWC school, the signature of the Director or Assistant Director on the ELC Program Referral Form
 - Fill out ELC Referral Packet and fax in to be placed on the ELC Referral List
- It is best practice to obtain consent from the student's legal guardian and other outside professionals who will provide information during the referral process prior to submitting the Student Information packet & proceeding with the referral process.
 - Obtained the ELC consent form.
 - Legal guardian signed the ELC consent form.
- Complete the ELC Student Information Packet:
 - Social and Medical History Form
 - Behavior Analytic Service Interview Form
 - Special Education Transportation Request
- Gather and send the following information:
 - Current IEP and must include the following:
 - i. Prior Written Notice (PWN) for Current IEP
 - ii. Parental Consent/Objection for Current IEP (need legal guardian signature included)
 - iii. All Progress Reports since the last IEP

- Current Evaluation or Re-Evaluation Report (with team signatures) and must include the following:
 - i. Functional Behavior Assessment (FBA)
 - ii. Prior Written Notice (PWN) for Evaluation/Re-Evaluation Report
 - iii. Parental Consent/Objection for Evaluation (need legal guardian signature included)
 - Current Positive Behavior Support Plan (PBSP) or Behavior Intervention Plan (BIP)
 - School Transcripts
 - Statewide Testing Scores
 - Student Discipline Records (e.g. Incident Reports, Office Referrals, etc.)
1. All the records will be reviewed by the Transition Case Manager and other necessary Program Team members at the specific ELC in which you have indicated as the program of choice.
 2. The Transition Case Manager will contact you, after reviewing the paperwork, about setting up an observation of the student in their current setting. **Please keep in mind that it may take a maximum of one to two weeks to review all information and schedule an observation.**
 3. Following the observation, the Transition Case Manager and the Program Team will reconvene to discuss if the Program Team members find that the student fits criteria for a Federal Setting IV.
 4. If the Program Team finds that the student fits criteria for a Federal Setting IV, the Transition Case Manager will call the referring party about setting up an IEP meeting to discuss a Federal Setting change and a tour of the program. **Keep in mind that it will take a minimum of a week to set a date for the IEP meeting with the ELC staff, due to related staff not being in the building daily.**
 5. During the IEP meeting if the team determines that the student will be serviced in a Federal Setting IV the following will need to occur:
 - PWN reflecting the team discussing a Federal Setting IV placement.
 - Amend the IEP (e.g. service grid, etc.) to reflect the Federal Setting IV placement.
 - Amend the PBSP or BIP during the IEP meeting to fit interventions available at the specified ELC.
 - Determine a start date. This will depend on multiple things; if staff need to be hired, training for staff, and setting up transportation. **Please keep in mind that the above start date may be one to two weeks after the IEP meeting has been held.**
 6. **Before any student can attend any ELC the IEP needs to be changed to a Federal Setting IV placement and the PWN needs to be signed by the legal guardian and in the hands of the Program Team at the ELC prior to the determined start date.**

Educational Learning Center (ELC) Program Referral Form

Please check the Educational Learning Center you are referring to below:

- Belview Learning Center in Belview, Minnesota
 - Tony Miller – (p) 507-938-4111, (f) 507-938-4112
- Blue Mound Learning Center in Pipestone, Minnesota
 - Steve Rops – (p) 507-825-5858, (f) 507-825-4035
- Cosmos Learning Center in Cosmos, Minnesota
 - Dawn Holtz – (p) 320-877-7074, (f) 320-877-7410
- North Central Learning Center in Willmar, Minnesota
 - Lori Dierks – (p) 320-262-5477, (f) 320-262-5479
- Red Rock Ridge Learning Center in Windom, Minnesota
 - Patrick Archibald – (p) 507-831-6935, (f) 507-831-6939

Please check the appropriate program you are referring to below:

- SUN (Students with Unique Needs)

The SUN program is for students that have moderate to severe developmental delays. Common MN special education disability areas serviced in this program include: Autism Spectrum Disorders (ASD), Developmental Cognitive Disabilities (DCD), and Severely Multiply Impaired (SMI).

- Bridges

The Bridges program is for students that have mild to moderate developmental delays. These students have behavioral needs that impact their learning in a regular school setting. Common MN special education disability areas serviced in this program include: Emotional/Behavioral Disorders (EBD), Other Health Disabilities (OHD), and Specific Learning Disabilities (SLD).

Date:

Student's Name:

Gender: Male Female

Grade:

Date of Birth:

Legal Guardian's Name:

Home Address:

Home Phone:

School District/ISD#:

Resident District (legal guardian resides/ISD#:

Transporting District/ISD#:

Referral Person:

Phone Number:

Case Manager:

Phone Number:

Who will remain the District Special Education Contact at the District?

Have you consulted with a Behavior Analyst? Yes No

If Yes, when & whom?

*Behavior analyst will be contacted for further information.

Have you contacted your Director or Assistant Director? Yes No

Director Signature

Date

*Director's signature ensures all correct parties have been informed.

What is the student's identified primary disability area?

Is the student receiving Special Education services more than 50% of the school day?

Yes No Unsure

What is the current Federal Setting level on the IEP?

What are the student's service minutes and in what areas? **Paste current service grid below.

