Alternative Program General Referral Process
This process does NOT apply to the Project Search Transition High School.
Information Updated 12/2014

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 Intervention Plan and a specific goal related to the student behavioral needs.
- Student must have a current Evaluation Report (ER) including a Functional Behavior Assessment.
- Student must exhibit an educational need for a Federal Setting IV program and have been served at least half of the school day in a special education setting.
- NCLC-Therapeutic Program ONLY-Students must have a current Rule 79 Diagnostic Assessment within the last 6 months.

Referral Process Steps:

Once you have determined your student meets the above criteria, please follow these steps:

1) Contact the Referral Contact to determine if the program has openings and to begin the referral process. Please inform the Referral Contact of all organizations involved with the students so that the necessary Release of Information forms can be prepared and sent to the person making the referral to obtain parents’ signature. Examples of organizations include school districts, educational placements, mental health agencies, county agencies, probation, etc.

2) Secure the parent or guardian’s signature on the Release of Information forms and return the signed forms to the Referral Contact.

3) Gather the materials listed below and fax or e-mail the information to the Referral Contact.

Materials to be Submitted for Referral Consideration:

- Completed referral packet which includes the following forms:
  - Referral Form
  - Social History Form
☐ Current IEP must include the following:
  ☐ Prior Written Notice (PWN) for Current IEP
  ☐ Parental Consent/Objection for Current IEP (with parent signature)
  ☐ All Progress Reports since last IEP

☐ Current Evaluation or Re-Evaluation Report (with team signatures) must include:
  ☐ Functional Behavior Assessment (FBA)
  ☐ Prior Written Notice (PWN) for Evaluation/Re-Evaluation Plan
  ☐ Parental Consent/Objection for Evaluation (with parent signature)

☐ Current Positive Behavior Intervention Plan
☐ School Transcripts
☐ Statewide Testing Scores
☐ Rule 79 Diagnostic Assessment (NCLC-Therapeutic ONLY)
☐ Student Discipline Records

4) Program staff will review the submitted materials and determine if the program is an appropriate placement option for the student.

5) The Referral Contact will contact the person making the referral to set-up the necessary meetings prior to the student beginning classes at the program. Contact will also be made to the resident district to set-up transportation which is provided by the resident district.

6) Parents will be notified by the resident district about the start date and transportation pick-up and drop-off times.

Please note that communication is the key in our referral process! Please contact the appropriate Referral Contact using the information listed below to make a referral, to ask questions, or to inquire about the status of a referral. Thank you!

Tish Kalla, Director of Alternative Programs
507-215-1593
tish.kalla@swsc.org
Site Referral Contacts

For questions regarding referrals to any of the Alternative Programs, please contact:

**Belview Learning Center (BLC) Behavior Program**
Kerri Schuler, Program Lead - Lori Dierks, Assistant Director
507-938-4111, ext. 2629 507-476-0385, ext. 2621
kerri.schuler@swsc.org
320-808-1277 (cell)
lori.dierks@swsc.org

**North Central Learning Center (NCLC) Behavior & Therapy Programs**
Heather Petersen, Program Lead - Lori Dierks, Assistant Director
320-262-5477, ext. 3310 507-476-0385, ext. 2621
heather.petersen@swsc.org
320-808-1277 (cell)
lori.dierks@swsc.org

**Cosmos Learning Center (CLC) ASD & Behavior Programs**
Shawn Huntley, Assistant Director
320-877-7074, ext. 2401 612-804-7537 (cell)
shawn.huntley@swsc.org

**Blue Mound Learning Center (BMLC) Behavior Program**
Ellen Helgeson, Special Education Teacher
507-825-5858, ext. 2720
ellie.helgeson@swsc.org

**Red Rock Ridge School (RRR) Behavior Program**
Ann Wendorff, Interim Principal
507-831-6939, ext. 1811 952-240-7610 (cell)
ann.wendorff@swsc.org
Greg Scheitel, School Social Worker
507-831-6935
greg.scheitel@swsc.org

*Referral Forms for each alternative program can be found by visiting the following website:
[www.swsc.org](http://www.swsc.org)
(Click on: Programs & Services – Alternative Learning Programs)