

Ferndale School District Student Support Team Process

(Schools may use existing team or create a entirely new separate team)

1. Concern regarding student.
2. School personnel work on concern.
3. If resolved, tell referral source.
4. If concern continues, referring teacher completes "Referral to SST."
- 5a. Referring elementary teacher fills out 7-page, "Student Referral Information."  
[only those pages for area(s) of concern].
- 5b. Referring secondary teacher fills out "Student Referral Information," two-page sheet.  
Distributes "Student Referral Information Non-Referring Source" to all other teachers and  
to be later returned to referring teacher.
6. Referral form is given to building-determined point person.
7. Point person contacts parent.
8. Point person schedules SST Core plus "as needed participants."

Elementary Core

Administrator  
Counselor  
Psychologist  
FCC  
Nurse  
Referring Gen. Ed. Teacher  
Special Ed. Teacher  
Others as needed

Secondary Core

Administrator  
Counselor  
Psychologist  
FCC  
Nurse  
Referring Gen. Ed. Teacher  
Special Ed. Teacher  
Others as needed

9. SST meets, makes decision and fills out back of "Referral" to describe the disposition of  
the situation.
10. Referral Form (reason + outcome) sent to Special Services Office. Second copy placed in  
Student Cumulative File.