



Program Referral Checklist

In attempt to best serve our diverse population of students and ensure proper program placement, please utilize this checklist for program referrals

PRIOR TO REFERRAL

- Communicate with SouthWest Metro as soon as the IEP team begins discussing the possibility of a program referral
- Collect data on target behaviors (Function, Intensity, Duration, Frequency) and interventions attempted (successful/unsuccessful)
- A SouthWest Metro staff member will observe the student in their home district setting

AFTER REFERRAL IS MADE

- Send all referral documents (listed on the referral form) to the SW Metro team prior to the intake meeting
- Fill out the "Referral Form Questionnaire" provided by SW Metro staff; to be completed by the student's current case manager
- Send a representative of the district to the intake meeting

**** The above items are recommendations. In unique circumstances, completing all of the above checklist items may not be feasible. Please communicate these circumstances on the referral form.****