From Referral to Service Delivery:

*The Intervention Support Team Process*

Step 1:
- Teacher identifies academic, behavioral, attendance, or social/emotional issue that is interfering with a student’s learning or learning of others.

Step 2:
- Teacher implements appropriate classroom-based interventions matched to the student’s needs.

(** if student has an IEP**)  
- Teacher collaborates with Case Manager on delivery of additional interventions by Case Manager.

Step 4:
- Teacher refers student to the Academy Team and Team determines further interventions to implement with student.

Step 5:
- Teacher or Academy Team complete a School Counseling Referral form which includes the following information:
  - Reason for referral/concerns
  - Current Academic Progress and Attendance
  - Dates of parent contact and results
  - Description of interventions/supports initiated for student & progress

Step 6:
- Deliver School Counseling Referral Form (*email or hard copy*) to student’s assigned school counselor.

**After Referral:**
- IST team reviews referral and determines appropriate additional interventions and supports.
- Assigned member of IST will communicate the determined recommendation with necessary parties.
- IST will continue to monitor student progress to determine need for additional services and interventions.