

Referral Process – Schuylkill Learning Academy

- The referral source (i.e. school district, agency) makes contact with Debra Arnold (Director) via email (arnod@iu29.org) or phone (570) 544-9131 Ext. 1211 to discuss program availability and eligibility for admission to the Schuylkill Learning Academy. If the initial contact is made by a referral source other than the school district, that agency will need to make contact with the home school district for approval before the referral can be officially processed.
 - The referral source and Schuylkill Learning Academy Staff will discuss program placement based on the information provided. Please have the following information available so that the Schuylkill Learning Academy Staff can complete a database: demographics, educational placement, reason for referral, medical issues to include medications, and agency involvement. All educational program placements will be in Alternate Education (Regular Education or Itinerant Emotional Support) or Full-time Emotional Support Classroom with additional therapeutic options as follows from least to most intensive:
 - Behavioral Interventions
 - Day Treatment (C&Y involvement mandatory)
- The school district will contact the family to inform the parent/guardian of the referral to the Schuylkill Learning Academy so that the Schuylkill Learning Academy Staff can contact the family to gather additional information and make a more informed decision about program placement. Please verify that the family has been contacted with a phone call or email to the Director. **It is imperative that the family be notified of the referral prior to contact from the Schuylkill Learning Academy Staff.**
- The referral source in collaboration with the school district, if other than the educational institution, must then mail, fax, send electronically or personally deliver a packet containing all of the documents listed below.
 - Schuylkill Learning Academy Referral Form. Form can be accessed on IU website and lists all record requirements as follows:
 - Attendance Records
 - Health/Immunization/Dental Records
 - Free or Reduced Lunch Form or Confirmation Report
 - Home Language Survey
 - Behavior Records (i.e. disciplinary reports and updated number of suspension days)
 - Current Report Card
 - Transcript and Current Student Schedule

- Formal/Informal Academic Assessment Results (Include Instructional Math and Instructional Reading Levels)
 - Act 26 Affidavit (if applicable)
 - Expulsion Information (if applicable)
 - Reports from Psychiatrist, Counselors, Probation, Residential Programs, etc.
 - Guardianship/Custody Papers
 - For students receiving special education services please provide a current Individualized Education Plan and current Educational Evaluation Report or Re-evaluation Report

- Once The Schuylkill Learning Academy has received a completed referral packet, the Schuylkill Learning Academy Staff will then call the district representative listed on the referral packet to schedule an intake meeting. Once the meeting is completed and the student is approved for services an intake will be scheduled. The intake meeting will consist of an educational session, to include an IEP for those students who receive special education services, and a psychosocial evaluation. If all educational information has been completed and/or received, the school district and agency representatives will not be required to attend the intake meeting.
 - The following individuals are required to attend the intake meeting:
 - School District Representative and/or Special Education Representative (Unless all information had been received)
 - Student
 - Parent or Legal Guardian
 - Agency Representative (Unless all information had been received)
 - Children & Youth representative for those student being admitted to the day treatment program

 - **The meeting may be postponed if all individuals are unable to attend the meeting. It is vital that a school district representative be present so that we may outline the course of treatment and address any and all concerns by all participants in a united effort.**

- Upon completion of the intake meeting, a start date will be determined for the student. Start dates typically occur within a day or two of the intake, and sometimes can occur the date the meeting is conducted. The school district needs to contact the transportation department in advance to prepare for official admission to the program with a tentative start date. The Schuylkill Learning Academy Staff will also notify the Schuylkill Intermediate Unit #29 Transportation Director with contact information for the new student.