

IBST Special Education Referral Flow Chart

2024.06.24 revision

1

Observe & Fill-out

- Homeroom or subject teachers observe some students have learning difficulties or other special needs.
- Fill out the *special education referral form*.



2

Response-to-Intervention (RTI)

- Special education teacher provides some suggestion (i.e. learning strategy, peers resources, medical resources) to homeroom teacher or subject teachers in order to provide extra assistance to student. (one on one /small group).
- Observe their learning progress (In class vs. individual).
- Write *Response to Intervention record*.
- Observing period: *12 times at least for 12 weeks per subject (Language Art / Math).*

RTI is effective, the student stays in class.



3

Referral & Screening

- Parents sign the *special education identification consent form*.
- Homeroom teacher fill out relevant screening survey.
- Special education teacher conducts relevant screening assessments.



4

Apply for Special Education Identification

- Homeroom, subject teachers and parents provide learning, behavioral or other relevant evidence.
- Special education teacher will compile all the assessments, learning evidence and other documents, and finish the special needs evaluation report to apply the special education identification.



5

Special Education Placement Conference

- City government will call up a special education placement conference to review all the documents and decide the students can receive special education services or not.

Students with no special needs will stay in class.



Provide special education services.