Example of Student Services Process

Date ,2011 Registration form came in with comment from parent about special needs.

Nov. 4 Student Services Coordinator called parent to discuss the information provided and find out more about how the student’s needs can best be met in our program.

Nov. 6 Student Services Coordinator shared the information with the teaching team. Student had a difficult time in class.

Nov. 7 Lead Teacher called parent to discuss option of Wednesday instead of Sunday attendance. This was not feasible.

Nov. – Dec. Team shared weekly observations of student and voiced their concerns. Student had a difficult time in class each week. Student Services Coordinator shared concerns with Program Director at weekly meetings.

Dec. 11 Lead Teacher asked Student Services Coordinator to speak with parent again.

Dec. 14 Student Services Coordinator shared concerns with Program Director. Student Services Coordinator sent email to parent requesting in-person or phone meeting during winter break.

Dec. 28 Student Services Coordinator sent another email to parent requesting meeting.

Jan. 6, 2012 Student Services Coordinator and Program Director had phone conversation with parent. Parent made several helpful suggestions, including the use of a visual schedule to help with attention and transitions.

Student Services Coordinator sent email summary of above conversation to Lead Teacher.

Jan. 8 Lead Teacher told Student Services Coordinator that she felt that some of the suggestions in the email were too much for her and her team to carry out. The team was not equipped to make so many special education accommodations.

Student Services Coordinator observed student in class. Student had a much better morning. Parent had followed through on one suggestion by sending a “chewy”.

Jan. 9 Student Services Coordinator reported to Program Director about Lead Teacher’s comments. Program Director suggested that Student Services Coordinator make the visual chart using a felt board. This would be easier and more flexible than the original idea of a schedule on sticky easel paper.

Jan. 11 Student Services Coordinator showed Lead Teacher some of her ideas for the visual chart. Lead Teacher liked them and suggested a few changes and additions.

Jan. 12-17 Student Services Coordinator completed the visual chart and gave it to Lead Teacher.