



## Referral Process - Specialized Options (Liberty High, Pathfinder School of Innovation, Phoenix School of Discovery, TAPP)

### Student Entrance Criteria and Procedures

Students are referred to the Student Relations Office by completing an online referral/application available on the Office of Student Relations website. If unable to access the site, the family can call or visit the Student Relations office.

The student may contact the Specialized Option School of interest to gain additional information on the school prior to coming to Student Relations for placement.

Phone call is made to schedule a meeting with the student and family by the Student Relations Office.

Student Relations Case Manager and Specialized Option Counselor collaborate and begin to gather relevant data on the student.

Student Relations Specialized Option Counselor reviews information from the Case Manager and meets with the family to determine the appropriate placement in a Specialized Option School.

The Specialized Option Counselor communicates placement decision to family, current school, and Specialized Option School (if the student is to be enrolled) via email. If additional supports are needed for the student, the student may be referred to a Student Relations Support Counselor.

If the student is to be enrolled in a Specialized Option School, the school will reach out to the family to schedule an intake meeting and steps for enrollment.

Upon enrollment, progress monitoring will take place with the Specialized Option School and Student Relations.