



**Referral Process Behavior Support School  
(Breckinridge Metropolitan and Minor Daniels Academy)  
Student Entrance Criteria and Procedures**




Student referred to Student Relations Office by school by calling (502)-485-3335 and documenting incident and recommending for alternative placement in the resolution details in IC. (Level 4 SSBHI Offenses only)




Phone call is made to schedule appointment with student and family by the Student Relations Office. School will also communicate the scheduling of Student Relations appointments with family.


Student Relations Case Manager speaks directly with referring school to begin collecting data on student.



Student Relations Assistant Director reviews information from Case Manager and meets with the family to determine appropriate placement.



After placement meeting with Assistant Director, student is referred to the Student Relations Support Counselor to identify supports that can be put in place for student.



Student Relations Assistant Director communicates placement decision to sending school, family, and Behavior Support School (if necessary) via email.