



Mid-Valley Program Referral Process (revised 12/2022)

Step	Person Responsible	Additional Information
Check Mid-Valley Classroom Openings for referrals.	District Representative	This will be updated each week on Wednesdays after our team meeting.
Contact a member of our leadership team (optional)	District Representative	If you'd like to talk through the student needs or learn more about potential openings, speaking to a member of our team is super helpful. We are also happy to attend a placement meeting to help you and the parents make a decision about next steps.
Complete the Mid-Valley Program Referral Form	District Representative	Your submission goes directly to our leadership team immediately. Please be sure to give our team access to the student's most recent IEP and Evaluation.
Mid-Valley Team reviews the referral	Mid-Valley Leadership Team	It may be possible that the student may be a great fit for an alternative classroom based on his/her unique needs- we will look at all possibilities for you.
Mid-Valley Team-member responds to referral	Mid-Valley Leadership Team	A member of the leadership team will respond to your referral within 48 hours. (Typically by end of the day when possible)
Mid-Valley Classroom Team notified of referral	Program Coordinator	The program coordinator will notify the classroom team of the student referral along with a copy of the student's IEP and proposed start date.
Set-up Observation of Student (Optional)	Mid-Valley Leadership Team member & District Rep	We may ask to observe the student in their current setting to ensure that we feel we can meet his or her needs in our program.
Set-up Tour (Optional)	Mid-Valley Leadership Team member & District Rep	We welcome parents/guardians & district reps to observe our programs.
Send Student Information Form to Parent	District Representative	The form is attached and can be sent via email to the parent, or completed on the tour. Email version of Student Information Form We must have the student information form back from the parents prior to the first day.
Set up Transportation	District Representative	Together we will determine a great start date.
Notify Serving School	Mid-Valley Leadership Team	We will make sure the serving school knows about the new student and has all of the enrollment information.
Set-up 30 Day Review	Mid-Valley Leadership Team member & District Rep	Together we will get a 30-day review on the calendar. If the team or parents feel this is not necessary, we can postpone this meeting until a later date as needed.