

Step 1: Complete the Referral for Temporary Special Needs Assistant

If the IEP team at the site believes extra support may be necessary to meet the student's goals and objectives, they must discuss the need at an IEP meeting, at which time these needs will be considered. **The Referral for Temporary Special Needs Assistant (Step 1)** needs to be completed if the IEP team believes that temporary special needs assistance to support the student is necessary. It should be indicated on the notes page that the IEP team is making a referral for Temporary Special Needs Assistant.

If TSNA is requested during an IEP meeting without a previous referral, the procedure for requesting TSNA must be initiated at that time. It should be indicated on the notes page that the IEP team is making a referral for Temporary Special Needs Assistant.

Use the **Referral for Temporary Special Needs Assistant (Step 1)** to assist in quantifying the severity of student's needs. Supporting documentation should include the documents indicated on page 3 of the **Referral for Temporary Special Needs Assistant (Step 1)**.

If the parent requests additional support, an IEP meeting will be held to review the parent request. The IEP team will clarify parent's concerns and discuss options. If the IEP team at the site believes extra support may be necessary to meet the student's goals and objectives, they must discuss the need at an IEP meeting, at which time these needs will be considered. The **Referral for Temporary Special Needs Assistant (Step 1)** needs to be completed if the IEP team believes that temporary special needs assistance to support the student is necessary. It should be indicated on the notes page that the IEP team is making a referral for Temporary Special Needs Assistant.

As a reminder the grey shaded columns *Health/Personal Care Issues/Medical and Behavior Safety* are the primary areas to consider for a **Referral for Temporary Special Needs Assistant (Step 1)**.

It is important when completing **Referral for Temporary Special Needs Assistant (Step 1)** that information on Instruction/Educational Benefit as well as Inclusion/Mainstream are considered as they may be impacted by either Health/Personal Care Issues/Medical and/or Behavior Safety.

The Director of Special Education or designee will review the **Referral for Temporary Special Needs Assistant (Step 1)** within 15 days of the request with a written response.

Submit the **Referral for Temporary Special Needs Assistant (Step 1)**, along with the suggested documents indicated on page 3 of the **Referral for Temporary Special Needs Assistant (Step 1)** to the Director of Special Education or designee.

Letter of Prior Written Notice (LPWN)

The TSNA Referral should be submitted to the Director of Special Education or designee who will review the referral and process the TSNA Assessment request. This will be noted on page 4 of the **Referral for Temporary Special Needs Assistant (Step 1)**. A Letter of Prior Written Notice will be sent out to the parent indicating that the TSNA Assessment request is or is not recommended and the rationale. If the TSNA Assessment request is recommended, the Assessment Plan will be included with the Letter of Prior Written Notice within 15 days of completion of the referral.

If the IEP team determines that additional temporary support is **NOT needed**, an IEP meeting will be scheduled to develop/modify IEP goals, modifications and/or accommodations, behavior supports/plan, or other additional recommendations.

The Director of Special Education or designee will assign the appropriate staff to be the TSNA case manager, that will be responsible for completing the TSNA Assessment within 60 days from receiving parent consent. It is encouraged that the TSNA case manager coordinate with IEP team members to complete the assessment.