

## Referral Procedures

Either the district or the parent initiates contact with Benhaven Academy. Basic information on the program is shared and if requested a brief tour is provided. If the contact is with the parent, he/she is told that we only accept referrals from school districts, and the parent is referred to their district for further discussion on outplacement.

### **The referral process begins:**

1. The district contacts Benhaven Academy regarding a possible referral.
2. Benhaven Academy sends a Referral Form to the district. The district sends the completed Referral Form and the student's records (as listed on the form).
3. A complete and thorough record review is conducted.
4. If the records indicate the student may be appropriate for the program, the parents are contacted.
5. Whenever possible, an observation of the student in their current setting is made by Benhaven staff.
6. Visits are scheduled for district and parents to discuss a possible placement, meet staff, and tour the building. When appropriate, the student can attend this tour.
7. The parents are sent the Admission Application.
8. Both family/district are notified of Benhaven Academy's recommendation for next steps.
9. If the student is expected to be an appropriate match for Benhaven's program, a weeklong intake screening is scheduled to be sure the placement is appropriate. Parents and the district are informed that and intake is not a guarantee of placement and that we will communicate in writing once we have information to share.
10. Benhaven staff meet and share feedback after the screening to determine appropriateness.
11. If the student is determined not to be an appropriate match, the reasons are shared with both district and parents in writing.
12. If the decision is to place the student at Benhaven Academy, a placement PPT is scheduled.

***Please contact Benhaven Academy if you have any questions about our referral or intake procedures.***