

### **Tier III – Child Study Team**

- If a written request for a CST evaluation is made by a parent/guardian, the staff member will immediately discuss the request with the principal who will notify CST. The district has 20 days to respond to a written parent/guardian request.
- If no measurable progress is made through strategies employed at Levels I and II, a request for referral to the CST is made through the I & RS. Information documenting the need for a referral is supplied to the CST.
- The referring teacher will contact the parent/guardian to discuss the intention to seek CST services and to explain the reasons for making the request.
- Full written documentation must be submitted to the Director of Child Study Team Services clearly indicating that all educational support services at Levels I and II have been used and that ample time has been provided to allow for the success of these services.
- Upon receipt of documentation, the CST case manager will contact the parent to schedule an Identification (ID) meeting at which time determination for CST evaluation will be made. Consent for testing will be obtained from parents. In accordance with state regulations, parents must be provided written notice regarding the decisions made as a result of the CST intervention.
- In regard to CST procedures, including speech/language therapy and OT/PT, the ID meeting, referral, and evaluation must be in accordance with State guidelines. Parental consent for testing is required, as is written notice.
- The student's parents will be asked to sign the evaluation/referral forms giving their consent for the CST assessment, if recommended at the ID conference. Written notice will be provided to parents in accordance with State regulations.
- Evaluation will be completed within 90 days.