REQUEST FOR ASSISTANCE (RFA) PROCESS FLOWCHART

I&RS/504 Presentation

Coordinator provides in-service training to school staff and parents

Problem Identification

Action

• Individual (Staff/Parent/ Student) submits RFA to the **I&RS** Coordinator

Form

 Form 3a: Strategies and Interventions

Form 3: RFA

RFA Accepted

Action

- Schedule I&RS Meeting within 2 weeks of accepting RFA (mail, call parent, backpack)
- Input into Power School
- School Nurse completes health section of RFA

Form

• Form 4: Notification of I&RS/504 Meeting

Problem Analysis

Action

- I&RS Coordinator documents receipt of RFA
- I&RS Coordinator collects data (observations, interviews, assessments, planner, etc.

Form

- Form 2: Summary of Contacts (complete at each stage of process)
- Form 5: I&RS/504 Planner- Request for Student information

RFA Returned

Action

- I&RS Coordinator finalizes Form 3a
- Document recommendations
- · Refer to SST
- Return Form 3a to referrer
- Seek additional information from referrer if needed

Form

- Form 3
- Form 3a

504 OR Learning Disability Action

- If student is eligible for 504 services. please refer to the 504 Manual
- If Learning Disability suspected, refer to **CST**

Form

- Form 1: Procedure Review Form
- Form 13, 13a, 13b, 13c designated for District level 504 Requests

Generate Solutions

Action

- Conduct I&RS and/or 504 Meeting
- Assign Case Manager
- Develop Pupil Action Plan
- Teachers, Support Staff, Guardian receive copy of PAP
- Parent receives Notice of Rights

Form

- Form 6
- Form 6a
- Form 7 • Form 9
- Form 10

Plan Implementation and Monitoring Action

- Implement plan
- Monitor plan biweekly
- Form 11: I&RS/504 Biweekly Monitoring & Progress

I&RS Process Not Warranted Action Form

- If I&RS process not warranted but student requires assistance of on-site or outside referral (e.g. counseling), I&RS Coordinator completes referral
- Document recommendations
- Form 8: I&RS/504 request for Intervention by Individual Staff Member &/or Off-site Resource/CBO
- Form 3a

Evaluate Interventions

Action

- After 40 days of implementation, the PAP must be reviewed
- Determine next steps

Form

• Form 12: 40 Day Intervention Review