

LIVINGSTON COUNTY ACADEMY / CROSSROADS
STUDENT PLACEMENT RECOMMENDATION PROCEDURE

- I. Ensure that all local school district resources have been exhausted
- II. Include Parents, LCSSU Social Worker, LCSSU Psychologist, and LCSSU Supervisor in problem-solving meetings to discuss ongoing behavioral issues
- III. Complete/develop FBA (Functional Behavior Analysis) and BIP (Behavior Intervention Plan)
- IV. Provide evidence that the BIP has been implemented with integrity.
- V. Provide evidence of the impact of the BIP on behavior
- VI. Include LCA/Crossroads Principal, as needed
- VII. Complete "LCA/Crossroads Student Referral Form"
- VIII. Complete "Narrative of Reasons for Change of Placement Request"
- IX. Contact assigned LCSSU Supervisor
- X. LCSSU Supervisor will then contact LCA/Crossroads Principal
- XI. Schedule IEP meeting with Parent, Home School Teacher, Home School Administrator, LCSSU Social Worker, LCSSU Psychologist, LCSSU Supervisor, and LCA/Crossroads Principal

IMPORTANT NOTES:

1. *A placement staffing for LCA/Crossroads cannot be held without representation from the LCA/Crossroads program.*
2. *An IEP meeting does not guarantee automatic placement in the LCA/Crossroads School Programs.*
3. *Every effort needs to be made to educate each student in the home school.*
4. *Placement at LCA/Crossroads should be a last resort.*

LCA / CROSSROADS STUDENT REFERRAL FORM

Student Name: _____ D.O.B.: _____ Grade: _____

Referring School District: _____

Primary Disability: _____ Secondary Disability: _____

Current Educational Setting: _____

REQUIRED DOCUMENTS

✓	DOCUMENT	DATE WRITTEN	DATE REVIEWED	OTHER COMMENTS
	Current IEP			
	Behavior Intervention Plan			
	Functional Behavioral Analysis			
	Social Developmental Study			
	Medical History			
	Educational / Placement History			
	Court Records			
	School Records: Grades Credits Attendance			
	Other Information			

NARRATIVE of REASONS for CHANGE OF PLACEMENT REQUEST

(i.e. "What interventions have been tried to warrant a more restrictive environment?"; "If a student is coming from a more restrictive setting, what successes have been realized that warrant a less restrictive setting?")

Signature of Building Principal

Date

Signature of Case Manager

Date

Signature of LCSSU Program Supervisor

Date