

## Center For Learning Advancement Referral Process



### Vision Statement

Fundamentally, Collegiate embraces the unique growth and development of every student in our community. This is no more obvious nor evident than the daily and ongoing work of our teachers. However, there are times when students will have additional needs beyond what can be provided in the primary classroom. The Center for Learning Advancement is a critical and valuable resource that complements our classrooms and allows additional differentiation to take place in our community.

### Center Goal

Advance the learning of students by meeting their unique educational needs.

### Referral Process

1. Teacher differentiates for the student within the classroom to meet individual learning needs.
2. If a teacher identifies that a student is performing significantly below or above average compared to peers *and* needs additional instructional differentiation beyond what can be provided in the classroom, then the teacher can initiate the referral process to the CLA.
3. The teacher will fill out the CLA Referral Form and attach samples of student work that support the referral. The referral should include observations and strategies implemented in the classroom.
4. The CLA Team will review the referral form and determine *if* CLA resources are warranted. The CLA Team will also review ILP and evaluations.
5. If the CLA Team decides that the student will receive services, then the classroom teacher will inform the parents.
6. The Director will contact the parents/guardians of the student to discuss services and next steps.
7. Goals and objectives will be set and performance and outcomes will be measured. Written updates will be communicated to the classroom teacher. Additionally and if necessary, CLA teachers will provide input for quarterly progress reports.
8. As determined by the student's educational team (e.g., grade-level teacher(s), Director of CLA, CLA Learning Specialist, and Division Head), once a student has met his/her goals and no longer needs CLA services, parents will be notified and services will be discontinued.