

## CHILD STUDY CHECKLIST

### *Steps to be taken in the Child Study process*

- 1) Grade Level Child Study meetings
  - a. Identify at-risk students (attendance, DIBELS, MLPP, STAR, BAP, SWIS, MEAP, report cards, Delta Math, etc...)  
**3<sup>rd</sup> grade: 1<sup>st</sup> week of month**  
**2<sup>nd</sup> grade: 2<sup>nd</sup> week of month**  
**1<sup>st</sup> grade: 3<sup>rd</sup> week of month**  
**Kindergarten: 4<sup>th</sup> week of month**
  - b. Discuss with teacher parent communication
  - c. Create at-risk (child study group) and some-risk (monitoring/on radar group)
- 2) Teacher fills out initial Child Study Team referral form and submits to administration
- 3) Administration reviews form, follow-up with teacher, set up meeting
- 4) Meeting preparation
  - a. Identify and schedule/invite team members (principal, special education teacher, general education teacher, parent, MISD itinerant staff; teacher consultant, speech and language , OT, school psychologist, school social worker, *rare occasion*: PT, hearing and vision, ASD consultant, paraprofessional)
  - b. Send parent letter (**one week prior to meeting**)
  - c. Include parent input form with parent letter
  - d. Delegate data provider
  - e. Analyze data
- 5) Meeting date
  - a. Establish meeting room
  - b. Introductions
  - c. Distribution of data
  - d. Analysis of data
  - e. Discussion of support services/ modifications (CI/CO, 3D time)
  - f. Schedule follow up meeting (4-6 weeks)
  - g. Calendar invite team members
- 6) Follow-up meeting
  - a. Remind parents
  - b. Send parent letter (**one week prior to meeting**)
  - c. Bring Child Study follow up meeting form
  - d. Bring updated/current data
- 7) Continue Follow-up meetings as needed OR special education referral