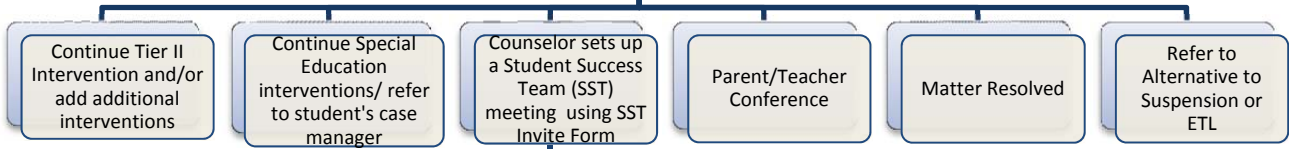


# Flagstaff Unified School District

## Request For Student Educational Assistance Flow Chart

When the need for educational or behavioral assistance for a student is indicated by academic issues, minor or major behavioral infractions/challenges, trancies or other such difficulties, a Counseling Office **Request for Student Educational Assistance Form** should be used. This form may be requested from the Student Success Team (SST) Leader or counselor by a teacher, administrator, counselor, parent or school staff. The following steps then occur;

1. Form completed by referring person(s)
2. Form returned to school counselor or RTI Specialist
3. SST Leader, counselor/RTI Specialist follows up with person completing the form for the next step, discussion, recommendations and chedules meeting(s) or other interventions as appropriate.

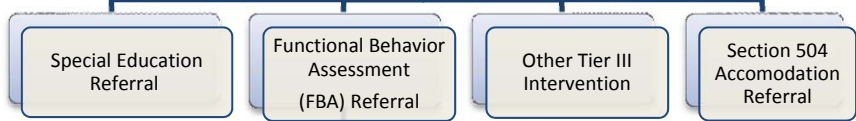


Prior to the meeting, the counselor/designee will complete the following;

1. Distribute and collect the Student Strength/Need Form to relevent people (teachers, parent, administrators)
2. Complete the Student Interview Form
3. Complete the Background Information Form
4. Review and prepare relevant information for the meeting discussion, including transcript/grade information, minor/major infraction data, attendance information and current strategies in place.

Hold SST/IDM Meeting  
After the meeting complete the following;

1. Summary and Results Form
2. SST Intervention Plan Form - return to Tier II Interventions or move forward to Tier III Intervention Process.



Begin FBA Process with Initial Information:  
Assign observations using District ABC Form and other data collection forms.  
Notify parent/guardian of observation.  
Determine what additional data is needed and gather additional data, including information from SST meeting.  
Schedule follow-up meeting

FBA Coordinator/designee completes ABC Observation Form.

FBA Coordinator Reviews data -

1. Determines function using ABC Form and other data
2. Meets with Team to complete FBA Behavior Support Plan (BSP) draft

Follow-Up Meeting to Finalize Behavioral Support Plan (BSP) - Determine spokesperson to discuss and notify parent, student and teachers of plan

Implement BSP

Hold Review Meeting  
Discuss progress  
Report other information