

Referral and Placement Guidance

Michigan School for the Deaf

Acronyms and Abbreviations

MSD - Michigan School for the Deaf

ISD - intermediate school district

IEP - Individualized Education Program

ER - Evaluation Review

MET - Multidisciplinary Evaluation Team

REED - Review of Educational Evaluation Documents

Background Information

The MSD is available as part of the educational continuum for students who meet the criteria for Deaf or hard of hearing (R.340.1707). MSD is located in Flint, Michigan and works with districts across MI to provide students with a language rich environment. Because of our work with numerous districts across the state, MSD also houses a residential component, so students are able to attend through the school week without having to travel a significant distance. Placement at MSD is an IEP team decision and is decided at an IEP team meeting.

Referral Process

IEP Placement

All students who attend MSD are placed based on a recommendation of their IEP team. Prior to placement and discussion of potential placement at a student's IEP team meeting, there are specific requirements that must be met.

Step 1

The Resident District conducts a Referral/REED for a student who is Deaf or hard of hearing, with input from parents.

Note: ISDs are responsible for tuition costs at MSD, therefore the Resident District must, by rule, invite the ISD and MSD when IEP team meetings to discuss placement at MSD, are required. This permits the ISD to participate as a member of the IEP team.

Step 2

The team considers the evaluation data generated by the REED and indicates the need to consider a change in the student's special education placement.

Step 3

The Resident District IEP team, including the parent, considers MSD as a possible placement.

Step 4

The Resident District arranges for parents and a Resident District representative to visit MSD.

Note: MSD is a state agency and does not allow public tours of the facilities. Families can request informal tours to see the program and facilities outside of the IEP process. Parents /Guardians are notified however, that if placement is to be considered, their Resident District must be a part of the process. Informal tour request information can be found by clicking the link below.

[Informal Tour Request Information](#)

Step 5

The Resident District IEP team, including the parent, reconvenes the IEP team meeting to consider MSD as a possible placement, taking into account additional information gathered from the tour of MSD.

Important:

If based on the information gathered from their visit, the Resident District and parent determine MSD may not be an appropriate placement, the Resident District will schedule an IEP without the involvement of MSD. The MSD requests that if it is determined not to be a possible placement that the Resident District notifies the school principal in writing that the student is no longer being considered for placement.

Note: If at any time the IEP team determines MSD should be reconsidered as an appropriate placement, the IEP team meeting will be recessed and reconvened with an MSD representative and ISD representative present.

Step 6

If based on information gathered from the visit, the Resident District IEP team, including the parent, determines MSD may be a placement option, the Resident District must provide the latest REED, MET, IEP, last Redetermination IEP and other supporting documentation, including discipline reports, to MSD for review.

Step 7

MSD will review documents for completion and accuracy, then notify the Resident District to schedule an IEP team meeting, inviting representatives from MSD and the ISD.

Step 8

The IEP Team meeting is convened and the Resident District provides tentative goals and objectives.

Important:

The Resident District and the IEP team may recommend not placing a student at MSD during the IEP meeting. If the IEP team determines MSD is not an appropriate placement, the Resident District will then implement the IEP decision.

Step 9

The IEP team determines placement at MSD, and the Resident District superintendent/designee signs the offer of a free appropriate public education with placement at the MSD.

Step 10

The Resident District will either conduct all subsequent IEP team meetings, or will authorize MSD to do so. The Resident District is responsible for arranging transportation to and from MSD.

Step 11

The Resident District provides the MSD with all remaining student records including UIC#

Step 12

Within 15 school days, Parents/Guardians are required to set up an in person meeting with the MSD registrar to enroll their child. All required documents must be presented to the registrar at the time of the meeting in order to complete enrollment. Additionally, within 15 school days, the Resident District must arrange transportation and provide required documentation.

Note: per MARSE R. 340.1721b, unless a parent has filed an appeal under R 340.1724f, an IEP must be implemented as soon as possible and not more than 15 school days after the parent's receipt of written notice of the offer of FAPE.

Important:

Students will not be allowed to attend MSD without first completing the required enrollment process. If parents do not set up a time with the registrar within 10 school days of the IEP a new IEP may need to be convened.

Note: MSD will make at least three documented attempts to work with the parent/guardian to ensure registration takes place prior to the 15 school day implementation window. These attempts will be made using a variety of methods, the final being a certified letter sent to the family.

Step 13

Student data is entered into the state data system.

Step 14

The student's schedule is developed and provided to them and their family.

Step 15

The student begins placement at MSD, and MSD implements the IEP.