

**CLEVELAND CITY SCHOOLS**  
**S-TEAM REFERRAL**  
**Elementary Teacher Checklist**

**Include this checklist with your referral packet. Check off all items to indicate completion. Once the completed packet has been turned into the school counselor, you will be notified of the S-Team meeting date.**

- \* If a parent initiates the referral, the parent should complete the Parent Referral Form and return it to you. You will then add the necessary components listed below.
- Have parent sign and return the consent form for hearing & vision screenings.
  - Make 2 copies of the signed consent form:
    - Put one in Nurse's box
    - Put one in Speech/Language Pathologist's box  
(They will then schedule times to screen the student.)
  - Keep the **original** consent form with your paperwork. (Turn it in with everything else once you've collected all required referral information).
  - When the hearing and vision results are returned to you, keep them both - turn in with rest of referral info.
- Complete the S-Team referral form.
  - Complete **all** sections of the form
- Include copies of all the following documents:
  - Standardized test record
  - Current report card
  - Work samples
  - Hearing screen results
  - Vision screen results
  - Discipline records (current year)
  - Attendance record (current year)
  - The front cover of the cumulative folder, showing student's school history and address.
  - The inside back cover of cumulative folder (the academic record), showing absentee history and transcripts.
- Attach the following for a **READING** referral:
  - *Reading Intervention Record*
  - Include a copy of DIBELS results  
(Obtain both items from Instructional Facilitator)
- Attach the following for a **MATH** referral:
  - *Math Intervention Record*
- Attach the following for a **DEVELOPMENTAL DELAY** referral (applies to Pre-K, kindergarten, and 6-year-old first graders):
  - *Developmental Delay Teacher Checklist*
  - DIBELS (K & 1<sup>st</sup> grades)
  - Brigance (Pre-K)

**CLEVELAND CITY SCHOOLS**  
**S-TEAM REFERRAL**  
**Secondary Teacher Checklist**

**Include this checklist with your referral packet. Check off all items to indicate completion. Once the completed packet has been turned into the school counselor, you will be notified of the S-Team meeting date.**

- \* If a parent initiates the referral, the parent should complete the Parent Referral Form and return it to you. You will then add the necessary components listed below.
- Have parent sign and return the consent form for hearing & vision screenings.
  - Make 2 copies of the signed consent form:
    - Put one in Nurse's box
    - Put one in Speech/Language Pathologist's box  
(They will then schedule times to screen the student.)
  - Keep the **original** consent form with your paperwork. (Turn it in with everything else once you've collected all required referral information).
  - When the hearing and vision results are returned to you, keep them both - turn in with rest of referral info.
- Complete the S-Team referral form.
  - Complete **all** sections of the form
- Please obtain the following documents from the School Counselor:
  - Standardized test record (e.g., Gateway)
  - Current report card
  - Work samples
  - Hearing screen results
  - Vision screen results
  - Discipline records (current year)
  - Attendance record (current year)
  - The front cover of the cumulative folder, showing student's school history and address.
  - The inside back cover of cumulative folder (the academic record), showing absentee history and transcripts.
- Attach the following for a **READING** referral:
  - For grades 6-8:**
    - *Reading Intervention Record*
    - Include a copy of DIBELS and/or Scholastic Reading Inventory results  
(Obtain both items from Instructional Facilitator)
  - For grades 9-12:**
    - *Reading Intervention Worksheet*
- Attach the following for a **MATH** referral:
  - *Math Intervention Record*