

REFERRAL AND IAT PROCEDURES SUTTON ELEMENTARY

All referrals (academic, behavior and speech) must go through IAT (Intervention Assistance Team) first before any referrals may be considered. This includes parent request for testing and prescription from the doctor. If you have a concern about a student's behavior, academic or speech problem, please follow the following procedures:

- ⇒ Fill out an IAT form (this form can be obtained from the Sutton's Website under FORMS)
- ⇒ Put the form in Ms. Tran's mailbox or email her at ktran1@houstonisd.org
- ⇒ Attend the IAT meeting (IAT meets on Fridays)
PLEASE BRING STUDENT'S PERMANENT FOLDER, WORK SAMPLES, AND ANY ANDEC DOTAL RECORDS WITH YOU TO THE MEETING. A MEETING WILL NOT PROCEED WITHOUT THESE IMPORTANT DOCUMENTS.

What happens during IAT meetings?

- IAT usually invites the student's parent(s) to the meeting as a part of the IAT.
- The teacher discusses the student's problem.
- As a team (IAT, teacher and parent), we brainstorm appropriate interventions.
- Interventions will be selected and implemented for a minimum of 3 weeks. Interventions will be documented on the Intervention Documentation Sheet.
- Follow-up meetings will be scheduled to monitor the progress of interventions.

***NOTE:** The minimum timeline for interventions to be implemented is at least one grading period. All interventions must be implemented and documented before a referral can be considered. Teachers must provide documented proof that strategies were actually implemented. A pre-test and post-test are required and must be provided for all academic referrals.