

**AMERICAN EMBASSY SCHOOL MS  
SST REFERRAL REQUEST FORM**

*(This form is to be completed by referring teacher for grade level SST and sent to counselor at least 48 hours before SST meeting)*

**Referral Date** \_\_\_\_\_

**How many times have you referred this student?**

**Student's Name** \_\_\_\_\_

1     2     3     4 or more

**Grade** \_\_\_\_\_

**Subject**

- AS/SS                       EAL/Humanities                       EAL/Hum Support  
 Elective \_\_\_\_\_                       Math                       PE                       Science

**Continuum of Support Interventions**

(Please indicate which intervention(s) have been administered (if any) in your course to maximize student learning).

- Parent Contact     Classroom Differentiation     HW Club     Period 9  
 Tutor(s)

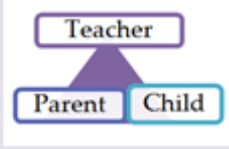
**Reason for referral** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is the student's current grade in the class?** \_\_\_\_\_

**Staff Person Requesting** \_\_\_\_\_

**What are you looking for from SST?**

## CONTINUUM OF SUPPORT OPTIONS

	Eligibility	Criteria	Meeting Time	Communication
<b>Classroom Differentiation</b>	All	<ul style="list-style-type: none"> <li>Expected of all faculty</li> <li>Team based interventions</li> <li>Possible modified assignments or grading.</li> </ul>	Everyday	
<b>HW Club</b>	All	Recommended by <ul style="list-style-type: none"> <li>Teacher,</li> <li>Parent,</li> <li>Principal,</li> <li>Student may choose to attend</li> </ul>	Twice a week after school	Students are encouraged to attend for extra work time.
.9	All	Students choose to attend with teacher guidance regarding the benefits of extra help	Twice a week after school	Students are encouraged to attend.
<b>Tutors</b>	All	Recommended by team, counselor or a teacher for student in need of greater individual attention.	After School	<ul style="list-style-type: none"> <li>Working together we identify tutors; list is in the MS counseling office.</li> <li>Tutors and teachers communicate directly.</li> </ul>
<b>Study Skills Class</b>	Recommended	<ul style="list-style-type: none"> <li>Students who enter AES after quarter 1 and cannot be scheduled in World Language.</li> <li>Recommended for students exiting academic support.</li> <li>Team may make limited recommendation for students in need of support, but not academic support.</li> </ul>	Scheduled in lieu of World Language	<ul style="list-style-type: none"> <li>Study Skills teacher shares what he/she is working on.</li> <li>Teachers communicate with study skills teacher on areas of concern and upcoming projects.</li> </ul>
<b>Academic Support</b>	Recommended	<ul style="list-style-type: none"> <li>Students who are identified in school records as needing this support.</li> <li>Possibly parent request under exceptional circumstances.</li> <li>Generally for students with identified or suspected learning challenges.</li> <li>Testing is undertaken if it will provide additional information we can use and don't have.</li> <li>Testing is not a condition to be placed in Academic Support.</li> </ul>	Scheduled in lieu of World Language	<ul style="list-style-type: none"> <li>A.S. teacher provides each teacher with an overview of the students in the program.</li> <li>Quarterly review of each child is done by team with A.S. teacher</li> <li>Class teacher communicates with A.S. teacher with needs that they observe.</li> <li>A.S. Teacher provides a narrative summary on each child.</li> </ul>
<b>Modified Schedule</b>	Proposed and approved	Very unique situations where a teacher may be hired by the Embassy or Corporation to serve a specific student.	Special schedule	Quarterly communication with planning a year in advance.
<b>Cannot Serve</b>	Recommended	<ul style="list-style-type: none"> <li>Through quarterly reviews, expectations and support will be clearly communicated to parents.</li> <li>Generally we will make efforts to support through Grade 8.</li> </ul>	Quarterly communication with planning a year in advance.	Principal and counselor work with teachers and families to provide adequate time for an alternative school to be found.