

S3C Referral Procedures

General Education

1. Meets overage requirement referenced on FM7554.
2. Enter the SQ code in the Student Case Management System (SCMS).
3. Complete FM 7554 (Must have Parent/Guardian and student signatures). Scan and email FM 7554 to S3C@dadeschools.net.
4. Conduct an SST and enter the information on the PF16 screen of ISIS.
5. Evidence of Academic Advisement (A7) or Academic Review – Retained Student (A8) where applicable.
6. Provide evidence of progressive discipline if warranted.
7. Provide evidence of BIP implementation if warranted.
8. Scan email page 1 of the BIP to S3C@dadeschools.net
9. Ensure all truancy procedures have been addressed with Attendance Services and the PF 19 screen has been updated.

Special Education (SPED)

1. Meets overage requirement referenced on FM7554.
2. Enter the SQ code in the Student Case Management System (SCMS).
3. Complete FM 7554 (Must have Parent/Guardian and student signatures). Scan and email FM 7554 to S3C@dadeschools.net.
4. Evidence of Academic Advisement (A7) or Academic Review – Retained Student (A8) where applicable.
1. Convene an Individualized Education Plan (IEP) meeting chaired by a SPED Center Placement Specialist with a representative from the Educational Alternative Outreach Program (EAOP) in attendance.
5. *Scan and e-mail page one and the Conference Notes of the IEP to S3C@dadeschools.net*

Gifted

2. Meets overage requirement referenced on FM7554.
3. Enter the SQ code in the Student Case Management System (SCMS).
4. Complete FM 7554 (Must have Parent/Guardian and student signatures). Scan and email FM 7554 to S3C@dadeschools.net.
5. Evidence of Academic Advisement (A7) or Academic Review – Retained Student (A8) where applicable.
6. Convene an Educational Plan (EP) meeting chaired by a SPED Center Placement Specialist with a representative from the Educational Alternative Outreach Program (EAOP) in attendance.
7. Scan and e-mail page one of the EP to S3C@dadeschools.net.