

Manchester City Schools Referral Process

There are numerous educational disabilities recognized by the State of Tennessee. These disabilities are manifested in a variety of ways within the school setting. Your child might have difficulty in a particular subject (i.e. reading, writing, or math) or in all academic areas. He or she might have difficulty focusing in class or completing assignments. He or she might have experienced a head injury that is impacting school performance. Your child might not exhibit appropriate social skills or self-help skills or might have a visual, hearing, or physical impairment. If you suspect your child has an educational disability, please contact the school counselor and request a Support-Team (S-Team) meeting. Once you have contacted the school counselor:

1. The school counselor will schedule an S-Team meeting and invite the school psychologist, principal, teacher(s), parent, and any other applicable personnel (i.e. reading teacher, speech/language pathologist, behavior specialist, ELL teacher, etc.).
2. The school counselor will give your child's teacher a set of paperwork to complete and ask the teacher to collect work samples.
3. At the S-Team meeting, the team will review the following information:
 - parent concerns
 - teacher concerns
 - cumulative record
 - attendance record
 - discipline record (if applicable)
 - health history and medications (including dosage)
 - vision and hearing screening results
 - any available Study Island data
 - any available Discovery Assessment data
 - TCAP and/or district assessments (i.e. Grade, Star, etc.)
 - Response to Intervention (RTI) data
 - Classroom interventions that have been implemented
 - Report card grades
 - relevant work samples
4. After reviewing all available information, the S-Team will decide whether to:
 - A. continue and/or implement additional interventions, or
 - B. refer the student for a comprehensive psychoeducational evaluation
5. If continuing or implementing new interventions, the S-Team will schedule the next S-Team meeting.
6. If referring the student for a comprehensive special education evaluation, the school psychologist will ask the parent to sign a "Permission for Evaluation" form, will review "The Notice of Procedural Safeguards" orally and will give parent(s) a copy in writing, and will give parent(s) the "Prior Written Notice" of assessment.

To schedule an S-Team meeting, contact:

Westwood Elementary School 931-728-3412
Rachel Sain, School Counselor

College Street Elementary School 931-728-2805
Nancy Fox, School Counselor

Westwood Junior High School 931-728-2071
Gordon Matthews, School Counselor

If your child has not yet entered school, please contact Cari Pugh, the School Psychologist, to discuss your concerns. 931-723-4704.

You may also contact the Special Education Office with any questions about the referral process or special education eligibility. 931-723-4704