



## Southern Worcester County Educational Collaborative

Post Office Box 517

Southbridge, Massachusetts 01550

Tel. (508) 764-8500 ~ Fax. (508) 764-2724

Visit us at: [www.swcec.org](http://www.swcec.org)

Administrative Offices:

185 Southbridge Rd.  
Dudley, MA 01571

Student Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Sex: M  F  District: \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

District Contact Person for Referral:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Programmatic District:

Fiscal District:

Referral for:

\_\_\_ The Grow School

\_\_\_ Rise Academy

\_\_\_ Career Development Program

\_\_\_ Work Experience Program

\_\_\_ Specialized Developmental Program

Preferred Start Date (If accepted):

Special Remarks:

\_\_\_\_\_  
District Special Education Administrator

\_\_\_\_\_  
Date



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### Referral Process:

LEA may inquire with Program Director via telephone to ensure space available in the grade of the referral.

LEA must submit a Tier 1 Referral Packet, complete with release of information signed by parent, to the Executive Director's office. If wait list applies, written packet secures spot on wait list.

*\*If referral is for an assessment spot, Tier 1 packet must include Assessment Program Selection Checklist.*

SWCEC will contact family to offer parent tour and student interview.

Upon completion of said tour and interview, SWCEC will notify the sending LEA in writing (and via telephone) of acceptance or deferral/denial (and reason).

If TEAM determines SWCEC program is appropriate, Tier 2 Referral Packet must be received prior to first day of school.

*\*If referral is for an assessment spot, Tier 2 packet must include signed Extended Evaluation &/or IAES Placement Page*

### Packet Contents:

#### Tier 1 Items:

Release of Information (signed by parent)  
Current IEP  
Current Psycho-Educational Assessment Report  
Last 3-year Evaluation Reports  
Behavior Plan  
Discipline record & letters (if applicable)  
Urgent relevant medical information  
Report Card

#### Tier 2 Items:

Immunization and Health Record  
IHCP  
Transcripts  
MCAS Scores  
Home Language Survey  
Birth Certificate  
SWCEC Admission Packet

\*Please note that all Tier 1 items must be included with referral packet

\*Please note that, upon acceptance and prior to start date, all Tier 2 items must be provided