WAIPAHU HIGH SCHOOL:
STUDENT SUPPORT PROCESS FLOWCHART

EXPRESS CONCERN:
Parent, Teacher, Student or School Staff expresses a concern either verbally or written

Straight to Evaluation (Rare) – Example: transferred student

Request for Evaluation – verbal or written

15 day timeline begins when request is made (verbal or written) – counselor to initiate Form 101 if parent unable to sign. Counselor will input information on to eCSSS system. Counselor will then inform SSC of Form 101 being inputted and timeline beginning

Gather Data:
SSC to collect data: send out and collect SSR, report cards, test scores, work samples, etc. SSC schedules SSP **during a time when TEACHERS can meet i.e. after school or Focus Group time (if in a house).**
SSC compile data and review with counselor

Define Needs:
Current Performance Conference (CPC) held to review data and generate a plan – this meeting will include but not limited to: SSC, admin, counselor, SPED representative, and teachers – to determine whether or not to evaluate for services.
***Referring Teacher MUST attend**

Gather Data:
Counselor to collect data - *All teacher will be given the intervention worksheet and progress reports

Define Needs / Develop / Implement Plan:
Counselor can:
- Recommend more teacher interventions.
- Hold parent / teacher conference
- Hold Core / confer with others
- Do counselor interventions
- School wide interventions – i.e. tutoring

Student continues to do poorly after all intervention have been tired

Student improves: counselor to monitor

Evaluate Plan:
Request for Evaluation – Form 101 filled out – refere to SSC for SSP scheduling

Develop Plan:
SSP meeting held with SSC, counselor, parent, teachers, admin, and SPED Rep.
- 1 week notice given to participants (courtesy)
- Referring TEACHER must attend

Implement Plan:
Evaluation (testing) for services (SPED / 504) – SSC to follow up

Implement Plan:
504 MP – Counselor to follow up

Implement Plan:
More interventions - if successful, counselor monitors, if not, counselor informs SSC to schedule another SSP