



HOUSTON INDEPENDENT SCHOOL DISTRICT  
OFFICE OF SPECIAL EDUCATION SERVICES

HARPER REFERRAL AND ADMISSIONS CHECKLIST

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Disability(ies): \_\_\_\_\_  
Is student in a behavior setting?  Yes; For how long? \_\_\_\_\_  No  
Number of Absences: (this year) \_\_\_\_\_ (last year, if referred in the fall semester) \_\_\_\_\_  
Is student receiving services from an agency?  Yes; Name of Agency: \_\_\_\_\_  No  
Outside District Treatment:  Yes; Name of psychologist/psychiatrist: \_\_\_\_\_  No  
Involvement with Law Enforcement:  Yes; Name of Probation/Parole Officer: \_\_\_\_\_  No  
Behaviors warranting Harper Referral: \_\_\_\_\_

**Note: The following items should be answered before scheduling the staffing at Harper Alternative.**

- 1. Has a staffing been conducted with Special Education Senior Manager?  Yes  No
- 2. Has all required documentation been reviewed with Special Education Senior Manager?  Yes  No
- 3. Are all evaluations **current** (completed within 3 years) **and reflective of functioning level** at this point in time?  Yes  No  
Please list date of last  
Psychoeducational: \_\_\_\_\_ Psychological: \_\_\_\_\_ Speech/Language: \_\_\_\_\_  
Medical/OHI: \_\_\_\_\_ FBA: \_\_\_\_\_ Counseling: \_\_\_\_\_
- 4. Have all evaluations for which the student was previously referred been completed?  Yes  No  
List pending assessments: \_\_\_\_\_
- 5. Have the following services been considered and/or recommended? DURATION & RESULTS  
(If services have been provided, please indicate duration and results.)
  - Assitive Technology  Yes  No \_\_\_\_\_
  - Behavioral Consultation  Yes  No \_\_\_\_\_
  - Counseling  Yes  No \_\_\_\_\_
  - Functional Behavioral Assessment  Yes  No \_\_\_\_\_
  - Social Worker  Yes  No \_\_\_\_\_
  - Speech  Direct Service  Indirect Service  Yes  No \_\_\_\_\_
  - Other: \_\_\_\_\_  Yes  No \_\_\_\_\_



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6. Has a HISD LSSP, psychologist, program specialist, social worker, or Special Education Manager reviewed the case and identified interventions?  Yes  No

If yes, list interventions recommended: \_\_\_\_\_

\_\_\_\_\_

7. Has the school implemented interventions recommended above? (If yes, please indicate duration and results)  Yes  No

\_\_\_\_\_

\_\_\_\_\_

8. Is there a current Behavior Support Plan (BSP) on file?  Yes  No

▪ Date BSP was developed or last revised: \_\_\_\_\_

▪ Please state the target behavior(s): \_\_\_\_\_

\_\_\_\_\_

▪ Is current BSP appropriate?  Yes  No

9. Has the school contacted the student's parent(s) regarding the behavior(s) of concern?  Yes  No

10. Is this case ready for the staffing at Harper Alternative now?  Yes  No

If not, please state recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Education Senior Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**Prior to placement at Harper, students must have a current full and individual evaluation including a psychological evaluation and related services if warranted. Additionally, students must have a current Functional Behavior Assessment and counseling and/or psychological campus based interventions.**

### Admission Criteria

1. Student is currently in a behavior setting (minimum of 6 weeks) and at least 13 years of age by date of enrollment in Harper.
2. The Special Education Training Academy (S.E.T.A.) program provides services to students who are in a life skills high school setting.
3. Prior to scheduling a staffing, the Special Education Senior Manager will review the Special Education folder and ensure that all items on the checklist have been appropriately implemented and support has been provided by multiple support staff including but not limited to Program Specialist, LSSP, Psychologist, and Social Worker. (See attached checklist)
4. A folder review will take place at Harper on Wednesday's from 9 a.m.- 12 p.m. Appointments will be scheduled by the Special Education Senior Manager. Recommended personnel to attend the Harper staffing will include the campus special education teacher, campus administrator, program specialist and/or special education senior manager, and Harper staff.

**Note: Please include the following at time of staffing:**

- |                         |                                |
|-------------------------|--------------------------------|
| ▪ Anecdotal Records     | ▪ Point Sheets                 |
| ▪ Psychological Reports | ▪ Counseling Evaluation Report |
| ▪ Updated IEP's         | ▪ Current Standard Based IEP's |
| ▪ Current Report Card   | ▪ Discipline Records/Reports   |
| ▪ Attendance Records    | ▪ Transcript                   |
| ▪ Hospital Records      |                                |