



Central Office
120 Meriam Road
Concord MA 01742
Tel 978-318-1534

CASE Referral Form

Student Name				DOB	
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Non-binary	Age	
Pronouns				Grade	
Current School					

Parent/Guardian Name		Phone	
Parent/Guardian Address		Email	
Parent/Guardian Name		Phone	
Parent/Guardian Address		Email	

District Contact for Referral:

Name			
Email		Phone	
Program District		Fiscal District	

Referral for:

- | | |
|--|---|
| <input type="checkbox"/> Learning for Life (medically fragile/intellectually impaired) | <input type="checkbox"/> Extended evaluation for Therapeutic Intervention Program |
| <input type="checkbox"/> Empower (ASD) | <input type="checkbox"/> Extended evaluation for Empower |
| <input type="checkbox"/> Therapeutic Intervention Program (Social/emotional) | |

Referral due to:

- ☐ District Placement with an IEP/District proposed Extended Evaluation
☐ Settlement Agreement

Preferred Start Date (if accepted): _____

Additional information:

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Inquiries

LEA may inquire as to availability with Program Administrator/Principal:

- Grades 9-12 Colebrook High School: Principal Amanda Martinage amartinage@casecollaborative.org
- Empower and Learning for Life pre-k to 8: Assistant Executive Director Melissa Devine mdevine@casecollaborative.org
- Therapeutic Intervention Program: Special Education Director Carla Chioda cchioda@casecollaborative.org

CASE Referral Process

1. LEA must submit a full and complete referral packet
2. Upon receipt of a complete referral packet CASE administration will offer the parent/guardian an opportunity for an intake meeting and to view the identified program/s
3. If the parent/guardian feels that the program identified may be a good fit for their child an opportunity for a student shadow visit will be scheduled
4. For therapeutic consideration, a parent/guardian structured clinical interview and clinical consultation meeting will be scheduled
5. LEA and family will be notified of acceptance status

Referral Packet Contents *

- Release of information (signed by the parent)
- Current IEP
- Most recent progress reports
- Most recent evaluation reports
- Behavior intervention plan (with current data collection)
- Discipline record and letters (if applicable)
- Report Card/Transcripts

Enrollment Packet Contents **

- Immunization/Health record
- Health Care Plan if applicable
- MCAS scores
- Home Language Survey and EL Screening Results if applicable
- Signed Placement page or signed Extended Evaluation

**All required documents must be included with the referral packet for consideration.*

***Upon acceptance and prior to start date, all enrollment documents must be provided.*