

Alternative Education for Disruptive Youth (AEDY) Referral Form Completion Guide

Completed AEDY Referral Forms must be included in every Disciplinary File submitted.

FOR INTERIM ASSIGNMENTS REQUESTS, complete all pages 1 through 5.

ALL OTHER DISCIPLINE REQUESTS, complete pages 1, 2 and 5.

Page 1 – The top portion of page 1 must include the date the referral was initiated and contain all of the requested **demographic** information. Be sure to check the student's correct educational category (special or regular) and whether the student is an English Learner. **PLEASE NOTE: Type the student's 10 digit State ID.**

Identify the student's **Disruptive Behavior(s)** and select the corresponding reason(s) for referring the student to an AEDY program. Consult the Conduct Matrix located in the Code of Student Conduct.

Page 2 – The Intervention Sheet must contain ALL interventions completed, attempted, offered and denied; Each Administrative, School Counselor Referral, Student Assistance Program (SAP) level, as well as all other intervention and notes, must be documented.

- First column (Behavior) contains the **behavior(s)**. List the Code of Conduct Violation. **Fill-down for each level.**
- Second column (Interventions) provides all of the **dates** when the listed interventions were offered, attempted, completed, and denied along with all significant notes. **Each level must have a date.**
- Third column (Notes) explains the **outcome/results** of the interventions. **Each level must have a result.**

Counselor, Dean or Designated person signs and verifies interventions were completed.

Page 3 – For Verification of the Informal Hearing (**interims only**), type in the date/time of Suspension/Parent Conference and the date/time parent was contacted. Indicate if the conference was held at the LEA (School), student's home, or via telephone. **This document has to be uploaded in the PDE System & must be completed.**

Page 4 – During the Suspension/Parent Conference, obtain signatures of those participating (**interims only**). Please document if person refused or was unavailable to sign. **This document has to be uploaded in the PDE System and must be completed.**

Page 5 – The top of this page pertains to referrals made for special education students. It verifies that the Special Education Designee has reviewed the special education documents for completion and compliance. **IEPs that expire within 45-days must be updated** before making a referral. **Special Education documents have to be uploaded in the PDE System and must be up-to-date and completed.**

Page 5 – Applicable items listed in the Principal Check-List/Verification box are to be marked with an 'X' confirming those components of the AEDY referral have been satisfied and are included in the Disciplinary Packet. The Principal or designee must provide signature and date to verify that the referral has been reviewed and deemed complete.

Incomplete or inaccurate referral forms may cause a delay or rejection of the Discipline Request.

Student Assistance Program (SAP)

The Pennsylvania Department of Education mandates that **every student**, for being placed at an AEDY/Disciplinary school, **must have a Student Assistance Program (SAP) referral**. At the 3-day parent conference when discussing the disciplinary referral, present the parent/guardian with a SAP referral form and a consent form.

- If the parent/guardian is unwilling to sign or undecided, please document it on the form and send a copy.