

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

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

FOR INTERIM ASSIGNMENT REQUESTS, complete pages 1 & 2; for Sp. Ed. students also complete page 3.

ALL OTHER DISCIPLINARY REQUESTS, only complete page 1; and page 3 for special education students.

Page 1 – Demographics: The top portion of page 1 must include the date the referral was initiated and contain all of the requested information. Be sure to check the student's correct educational category (special or regular) and whether the student is an English Learner. Also, include updated parent/guardian numbers and email.

Identify the student's **Disruptive Behavior(s)** from Code of Conduct and list it. Also, describe what happened.

Intervention Chart 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 (Interventions): check off the appropriate interventions. **Each level must be checked off.**
- Second column (Dates): type in the dates that the interventions were offered or started **Each level must have a date.**
- Third column (Notes/Outcome): check off the **outcome/results** of the interventions. **Each level must have a result.**

Student Assistance Program (SAP)

- The Pennsylvania Department of Education mandates that **every student**, for being considered and/or placed at an AEDY/Disciplinary school, **must have a Student Assistance Program (SAP) referral.**

Principal or designated person verifies interventions were completed by checking off the box.

Page 2 – For Verification of the Informal Hearing (**interims only**), type in the date/time of Suspension/ Reinstatement/Parent Conference and the date/time parent was contacted. Indicate if the conference was held at the School, student's home, or via virtually. **This document has to be uploaded in the PDE System & must be completely filled out.**

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

Page 3 – 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 must be uploaded in the EasyIEP System for PDE review and must be up-to-date and completed.**

- **Review** applicable items listed in the Check-List, mark with an 'X' confirming those components have been reviewed. The Principal or special education designee must provide a signature to verify the referral, submission, and review of documents. **To execute an interim assignment for a special education student, an MD and disciplinary NOREP are required.**

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