

# South Shore Educational Collaborative

75 Abington Street  
Hingham, MA 02043  
www.ssec.org



Phone: 781-749-7518  
Fax: 781-740-0784  
E-mail: [info@ssec.org](mailto:info@ssec.org)

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## The SSEC Admissions Process **Community School**

Dear Referring District and Caregivers,

Thank you for your consideration of the South Shore Educational Collaborative for your student. As we review your student for a potential placement here at SSEC, we want to ensure that you are aware of our admissions process and our programming models.

### **STEP 1: REFERRAL REVIEW**

Our first step will be to review the referral documents the referring district has shared and request any additional information that may be helpful for us to have a comprehensive understanding of the student's strengths and needs. This may include phone calls with the referring district and/or current placement to gain a better understanding of why a change in placement has been initiated at this time. If we believe we may be a potential fit for your student, we will move to step two.

### **STEP 2: STUDENT OBSERVATION**

If possible, we will request an observation of the student at their current placement with caregiver consent. We will communicate the desire to observe the student with the referring district. It is the responsibility of the referring district to obtain the caregiver's consent to observe the student. If after the observation, we are able to identify an appropriate cohort for the student, we will move to step three.

### **STEP 3: CAREGIVER TOUR**

The next step in the referral process is the caregiver tour. An SSEC team member will reach out to the caregiver to schedule a tour of the respective SSEC program that is appropriate for your student. The student may attend this tour. At this meeting, the caregiver will meet with an SSEC team member and be provided an overview of the programming and receive a walk-through of the program. If the caregiver feels the program will be a good fit for their student, we will move to step four.

### **STEP 4: ACCEPTANCE/INTAKE**

If we are ready to move forward with offering placement at the program, we will set up a time to complete intake paperwork. This meeting will entail a team member meeting with the caregiver to explain all the necessary paperwork and to obtain additional information from the caregiver. A member of our nursing staff may also be present to obtain medical history and to explain all the necessary documents for a student to start at the program. A student can only start at the program after ALL necessary paperwork is completed and medications (if applicable) are provided to the nursing team.

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The South Shore Educational Collaborative serves Braintree, Cohasset, Hingham,  
Hull, Marshfield, Milton, Norwell, Quincy, Randolph, Scituate, Weymouth and Whitman Hanson R.S.D.

## **STEP 6: START DATE**

A start date at the program will ONLY be determined after the program has received all the necessary paperwork that include but is not limited to:

- A signed, current Individualized Education Program (IEP)
- A signed placement page (PL-1) indicating the specific SSEC Program with the accurate dates
- ALL SSEC Intake Paperwork, including nursing paperwork (e.g. Current proof of physical, immunization records, medication orders)
- \*If Applicable- ALL Medications (e.g. inhaler, epi-pen)

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The Community School is a day school that provides educational services to students ages 3-21 with severe and multiple disabilities who may also have complex medical needs and require behavioral support. The Community School supports the diverse needs of each student using adapted curricula with an emphasis on functional academics. Additional areas of focus include communication, activities of daily living, social/emotional development, self-determination, adaptive behavior, vocation and leisure/recreation skills. Individualized accommodations and modifications are identified based on student assessment and data analysis and include an extensive use of assistive technology to improve access, engagement and understanding. Content is individualized as appropriate and presented utilizing a variety of methodologies.

Throughout each step of the referral process we will be in consistent contact with the referring district to provide updates and request the necessary paperwork to ensure a smooth process. Please note that it may take the referring district up to 72 hours to set up transportation services to our program.

If you have any questions or concerns regarding the information above or anything else about our processes, please reach out to our Program Director, Hannah Emery at [hemery@ssec.org](mailto:hemery@ssec.org) or our Program Coordinator, Robert Holloway at [rholloway@ssec.org](mailto:rholloway@ssec.org). The program's main line is 781-740-1808 x 1107. Our goal is to be as transparent and collaborative as possible during our admission process to set the student and the Team up for success in the future. We will be in touch as soon as we complete our initial review of documentation to communicate our plans to move forward in the process or why we are unable to move forward at this time.