

South Shore Educational Collaborative

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The SSEC Admissions Process

Mini 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 does NOT 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. A copy of our Caregiver/Student Handbook will be provided digitally and/or in person. If the caregiver feels the program will be a good fit for their student, we will move to step four.

STEP 4: STUDENT VISIT

Per discretion of the Mini School and if needed; after the caregiver tour, the student may be asked to come for a visit if appropriate. The student will spend up to 1 hour in the identified classroom with the caregiver on site (e.g. foyer, parking lot). If the visit is successful, we will move to step five.

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

STEP 5: 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 (e.g. clinical intake, case assessment). A member of our nursing staff will 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.

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)

*Throughout each step, 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.

After a student has been placed with us, it is common practice to localize the IEP to the Mini School Program. Depending on the student's start date at the program and their IEP run dates, a meeting will be scheduled to re-convene the team to discuss progress and to localize the IEP.

If you have any questions or concerns regarding the information above or anything else about our processes, please reach out to our Program Director, Maureen Gattine at mgattine@ssec.org or our Asst. Program Director Pat DiCristofaro at pdicristofaro@ssec.org. The program's main line is 781-749-7518 ext. 1614. 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.