



# Diocese of Columbus

## Form 5: IAT-Pre-Referral Classroom Teacher Responsibilities Checklist

**Before suggesting that a child needs a referral to the Intervention Assistance Team (IAT), the classroom teacher should:**

1. Observe the behavior/skill in question and have notes/records of observations. (These may be in the form of logs, notes, checklists, student work records, or any other convenient format.)
2. Assemble samples of this student's work relevant to the behavior/skill in questions, including samples of the work done by a typical (un-named) student in your class.
3. Have at least one informal conversations with a colleague at your school, to brainstorm ideas that might solve the problem.
4. Have regular contact with the student's parent(s) in regard to the skill/behavior in question.
5. Asked the parent(s) basic questions about vision, hearing, sleep habits, and diet to insure that none of these is the cause of the problem. (If there is a doubt, the child should see their pediatrician before being referred.)
6. Suggested to the parent(s) some simple things that they can try at home to alleviate this problem. (Parents may or may not follow through; however, the suggestions have been made. These might include supervising homework, simple behavior management strategies, talking to the child about the importance of following classroom rules, etc.)
7. If appropriate, asked another teacher, the school counselor, the school resource teacher, or the principal to do an informal observation of the child in a situation likely to demonstrate the problem in question.
8. Articulate several pre-referral interventions that have been specifically tried with this student to alleviate the need for referral and document these interventions. Apply them consistently for a reasonable period of time before referring this child to the IAT.
9. When possible, spoken to a teacher who taught this child last year to see if a similar problem existed, and to gain ideas of what has worked in the past.
10. Have read the information in the child's permanent folder to see if there is anything relevant to the situation contained there.