



## Frequently Asked Questions About Admissions at Martin Luther School

### 1. Who is eligible for placement at MLS?

- Students must be eligible under the Emotional Disturbance (ED) or Other Health Impairments (OHI) category as their primary or secondary classification.
  - MLS does **not** accept students eligible under Intellectual Disability (ID) or Autism Spectrum Disorder (AS).
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### 2. What is the timeline for the referral and admissions process?

Step	Details	Timeline
1. Initial Referral	Districts or schools submit referral paperwork via <a href="#">google form</a> .	Day 1
2. Paperwork Review	MLS reviews documents to confirm eligibility and compliance. Additional information may be requested.	Days 2–5
3. Eligibility Determination	MLS determines if the candidate is eligible and adds their information to the referral spreadsheet.	Days 6–7
4. LEA Approval	The Local Education Agency (LEA) must approve the placement before outreach to the family begins.	Day 8+ (dependent on LEA)
5. Family Outreach	MLS contacts the family to share program details, answer questions, and schedule a tour.	Days 8–12
6. Tour Scheduled	A tour is scheduled based on family availability, with calendar invites and reminders sent.	Days 12–15
7. Follow-Up for No-Shows	MLS follows up with unresponsive families or missed appointments to reschedule if possible.	Ongoing
8. Final Decision	After the tour and intake process, MLS admissions team confirms or denies the placement and notifies the district.	Typically within 2 weeks

**Note: Timelines may vary based on district and family responsiveness, as well as the complexity of the referral.**

### 3. What paperwork is required for a referral?

- Updated **IEP and PBSP** (Individualized Education Plan)
- Recent **Evaluation Report (ER)** or **Reevaluation Report (RR)**
- All paperwork must be compliant with special education regulations.
- If additional information is needed, MLS will request follow-up documents from the referring district or school.

### **3. How does MLS determine if a student is a viable candidate?**

- After receiving the referral paperwork, the team reviews it to confirm the student meets eligibility and placement criteria.
  - If candidates are eligible, their information is added to the referral spreadsheet for tracking.
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### **4. What happens after a candidate is approved?**

- Once the Local Education Agency (LEA) approves the placement, MLS begins outreach to the family.
  - Families are contacted via phone, and information about the school and its programs is shared to ensure compatibility with their needs.
  - MLS schedules a tour for the family to visit the school, with calendar invites and email reminders provided.
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### **5. Can districts help with scheduling or outreach to families?**

- Yes, districts or charters can assist in scheduling tours or intakes for families. This often improves communication and ensures better follow-through.
  - If families face transportation barriers, districts offering transportation assistance can significantly aid accessibility.
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### **6. What if families are unresponsive or miss their tour date?**

- MLS makes every effort to accommodate rescheduling requests, even if the request is made on the tour day.
  - If families are unresponsive or miss their scheduled date, MLS follows up to reschedule. Districts may also assist in encouraging families to respond.
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### **7. What are the transportation options for families?**

- Some districts or charters provide transportation for families who face challenges getting to MLS. If available, this greatly improves access.
  - MLS encourages districts to offer transportation assistance to ensure families can visit the school and participate in the placement process.
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## 8. Can MLS accommodate tours for families with unique schedules?

- Yes, MLS works to find a tour time that suits the family's availability. Flexibility is prioritized to ensure families have a positive experience.
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## 9. What happens if the referred student is not a good fit for MLS?

- If a referred student does not meet eligibility criteria, MLS will notify the referring district and explain why the student is not a suitable candidate.
  - Referring districts are encouraged to explore alternative placements for students not qualifying for MLS.
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## 10. What follow-up support is provided to ensure a smooth referral process?

- MLS maintains **referral tracking** to document progress and communication for each candidate.
- MLS staff regularly follow up with districts and families to address outstanding needs or complete all required steps.

For any questions, please contact us at [mlsadmissions@martinlutherschool.org](mailto:mlsadmissions@martinlutherschool.org).