



Referral & Admissions Process

Submitting a Referral

School or district representatives initiate the process by submitting referral paperwork, including:

- Individualized Education Program (IEP)
- Evaluation/Re-evaluation Report (ER/RR)
- Positive Behavior Support Plan (PBSP)
- Transcript (for high school students)

Additional relevant documents may include discipline logs, progress reports, attendance records, and report cards.

Reviewing the Paperwork

The Admissions Committee reviews each referral to determine eligibility:

- Students must need full time Emotional Support
- Students classified with Intellectual Disability (ID) or Autism Spectrum Disorder (ASD) do not meet current eligibility criteria.
- All special education documents must be current, including the IEP and ER/RR.

If any information is missing, the Admissions Committee will contact the referring agency to request the necessary documentation.

Approval & Family Outreach

Before contacting families, the Admissions Committee confirms approval with the Local Education Agency (LEA).

Once approval is confirmed, families receive:

- Detailed information about MLS and our programming
- An opportunity to ask questions and discuss their child's needs
- An invitation to visit the school for a tour

Calendar invitations and reminder emails are provided to support this process.

Post-Tour & Next Steps

Following the tour, the Admissions Committee reviews the student's records and any additional information gathered during the visit.

If there are outstanding questions, the Committee will follow up to ensure a full understanding of the student's unique needs.

If the student is accepted for admission to MLS, next steps include:

- The Admissions Committee notifies the LEA
- The LEA contacts the family to confirm placement and next steps.
- The school requests immunization records and the Notice of Recommended Educational Placement (NOREP) to finalize enrollment.

Thank you and please contact us at mlsadmissions@martinlutherschool.org with any questions!