



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North
Eugene, OR 97402

541.461.8200
541.461.8298 [Fax]

www.lesd.k12.or.us

EQUITY COMMITMENT LEADERSHIP COLLABORATION INTEGRITY

Prior to placement in a Lane ESD program, the following must be completed:

The district completes [the following process](#) from the LESD website and sends the following forms:

1. The LEA (resident district) will complete the following:
 - a. Initial evaluation/eligibility (if applicable)
 - b. Re-evaluation/eligibility (if applicable)
 - c. IEP development/meeting participation
 - d. Case management prior to enrollment in Lane ESD Life Skills class
2. Complete this [LESD Life Skills Intake form](#) which will include the following: [Life Skills Referral Form](#), [Regional Inclusive Services \(RIS\) Form](#), and [Student Needs Assessment: \(form\)](#)
 - a. Districts will fill this out (or have a designated staff person fill it out). This gives us basic information on the student's needs.
 - b. Please email lifeskillsreferral@lesd.k12.or.us when you complete the LESD Life Skills Intake Form.
 - c. Please submit the Needs Assessment using the [Google form](#)

3. Program supervisor reviews referral packet to verify program fit. Program supervisor follows up with the referring LEA point person within 5-days of receipt of referral materials.
4. The LEA (resident school district) sets up the transition meeting using a [Doodle poll](#) or similar scheduling platform. Meeting members should include:
 - a. Life Skills Special education teacher (required)
 - b. Sending teacher
 - c. District Rep (required)
 - d. Program Supervisor (recommended)
 - e. Related Services staff: PT, OT, SLP, Consultant, Assistive Technology (AT), AAC (if needed)
 - f. Nurse (if needed)
 - g. Parent
 - h. Student
5. The team will discuss the student needs and supports, which may include protocols to be developed by specialists and staff training. The team will determine an anticipated start date.
6. LEA sets up transportation.
7. The student will start in the classroom.



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