

1. Parents initiate the process by submitting a written request to the building School Psychologist and provide a signed medical release form and ROI for the necessary therapist and Primary Care Provider.
2. The building School Psychologist will notify the 504 and/or IEP team members to schedule an additional IEP meeting once the request has been made.
3. Parents submit documentation from the medical provider stating the need for services to be administered during school hours along with proof of insurance or Medicaid's approval of service being medically necessary in the school. (Parent's will receive a guided checklist)
4. Once all documentation has been received from the parents and providers, the team will consider the recommended therapy in the school setting based on data to support the requested need.
5. The 504 and/or IEP team members--including a special education administrator, like discipline provider, school psychologist, nurse, and building administrator-- will meet with the parents and the medical practitioner. The following question will be reviewed during the meeting:

Is the requested therapy currently provided by the school?

i. If yes, has there been progress made within the school setting?

1. *If no*, review what interventions have been used and determine and implement specialized instruction so the student will be able to make progress in the educational setting.
2. *If yes*, the medically-necessary service is not required for FAPE and the medically necessary services will not be offered in the school.

ii. If no, does the student demonstrate a behavior that requires this therapy in order to progress in the educational environment?

1. *If no*, the medically-necessary service is not required for the student to receive the District's offer of FAPE and the medically necessary services will not be offered in the school.
2. *If yes*, the school team will consider two choices:
 - a. Determine and implement specialized instruction to address the need so the student will be able to progress in the educational setting.
 - b. Agree to allow for the medically necessary services to be provided in the school setting.
6. School team documents the decision in a PWN of Special Action.
7. If the decision is made that the therapy will be provided in the school, the provider will submit proof of insurance, complete a background check, and sign any confidentiality and service agreements required by the school district.
8. Parents are required to renew the request at the beginning of each school year.

If the parents disagree with the team decision, they may contact the superintendent and request the district appeal policy related to approving an outside therapy to be provided in the school setting.

Policies: [JLCDC](#) and [JLCDC-R](#)

Formal Written Request to be completed by the parent/guardian and/or the School Psychologist with the parent/guardian: [Medically Necessary Request](#)