



**STARS High School**  
545 Estudillo Avenue  
San Leandro, California 94577  
Telephone: (510) 352-9200  
Fax: (510) 352-3120

## Referral Procedure

- A. Referrals for Stars High School are generated by school districts. Please direct inquiries to:
- Karly Wiley
  - e-mail: [kwiley@starsinc.com](mailto:kwiley@starsinc.com)
  - Phone: 510-352-9200, ext 210
  - FAX the referral packet to 510-352-3120
- B. District representatives may send referrals via scan, fax or mail to the Principal. **Referral packets** include:
1. Current student and parent/caregiver contact information including phone number and address
  2. Name and contact information for education surrogate including phone number and address (if applicable)
  3. IEP
  4. Transcript
  5. Psychoeducational assessment report
  6. Discipline records
  7. Previous school placement
  8. Children's Specialized Services Eligibility Assessment (for integrated Day Treatment Intensive services)
- C. Associate Administrator reviews referral and contacts the student's family/caregiver or surrogate within 48 hours of receipt to schedule a **family interview** and **student "shadow."** Exception would be for the Supported Study program-students referred will participate in an interview only.
- D. On the day of the shadow, the student is expected to:
1. Stay the remainder of the school day until 3:00 PM,
  2. Bring a sack lunch
  3. "Shadow" in the classroom and program
  4. Arrange for transportation back to return home from school
- E. Associate Administrator informs school district of student's **admission status** within 24 hours and requests the District's *Interim Administrative Placement or Addendum IEP form*.
- F. Associate Administrator calls the student and family upon receipt of the district placement form and offers placement and start date.
- G. **The new student and family attend first day!**  
Consent and other documents are completed with Lead Teacher and Day Treatment Program Supervisor; the student's Social Security number and proof of MediCal or other insurance are required.
- H. The Day Treatment Program Supervisor will contact Children's Specialized Services for placement authorization.