

STEPS TO REQUESTING CLOSE ADULT SUPERVISION

1. Close adult supervision (CAS) is documented in the Supplementary Aids and Services section of the IEP. Ensure details on where/how/when CAS are documented in the discussion box on the Supplementary Aids and Services page.



2. Consider existing supports throughout the student's day including natural supports, peers, adults and structures that promote independence. Consider when and where supports can be faded. If the student's needs may not be met through existing supports, go to step 3.



3. Refer to the CAS Rubric to define the level of need for each student.. Use the IEP including behavior, sensory, health and communication plans as reference and data to support your decision making.



4. Complete the Close Adult Supervision Request Form **ONLY** for students for whom you are requesting additional staffing (with data supporting a 3 or 4 on the rubric). This is a *request form* and **does not** guarantee additional resources will be provided.



5. Schedule and meet with your Resource Teacher and/or Instructional Facilitator to review requests. They will ask additional questions to be able to better understand your needs. .



6. Instructional Facilitators review requests with DSE Director for consideration. Assignment of differentiated staff is prioritized based on documented student needs across HCPSS.



7. CAS memos prepared and sent to schools.