

Principal Checklist for ABA Services: What to do when a parent or ABA provider contacts the school



The school meeting begins after the parent or provider contacts the school — a companion to the ABA Provider Process checklist

WHEN THE CALL COMES IN | Schedule the planning meeting before school-based services begin.



1

Hold the planning meeting

Meet with the parent, ABA provider, and school counselor. Use the meeting to complete actions A–D below.

DURING THE MEETING



A

Obtain the signed MOU

Receive a copy of the signed MOU from the parent and ABA provider.



B

Review MOU expectations

Review expectations with the parent and provider. If the school needs support, please call Mr. Hickman.



C

Provide the protected-time schedule

Identify Tier I instruction, P.E., IEP and Section 504 requirements, and therapy logistics.



D

Designate a school contact

Provide the designated school contact and the District contact information.

IMPORTANT: WHEN TO START THE S-TEAM PROCESS

If a student is receiving ABA services from an outside provider and has not been identified as a student with an IEP or Section 504 Plan, the school must begin the S-Team process.

PROVIDER RESTRICTION

Outside ABA providers are prohibited from soliciting other parents on school grounds.