# Caesar Rodney School District
# Countywide Programs
## *Intake Process Flowchart*

**CWP Accepted Referral**

Accepted referral is noted on Google Drive and given to intake coordinators

**Countywide Program Processes**

Coordinators review paperwork and prepare intake meeting file (including sharing parent completed paperwork in advance)

Secretaries complete request for records from sending building

**Countywide Program Intake Processes**

Intake meeting is scheduled by Countywide Program; Placed on Outlook Calendar ; Updated on Google Drive

CWP Coordinator holds intake meeting and completes checklist noted in folder; Countywide Programs completes PWN noting the placement change

Please note that a placement revision does not need to be completed by the sending building.

**Sending Building Next Steps**

Intake meeting will be held at CWP building (KEILC/Charlton)

Sending building rep is expected to attend intake meeting @ CWP; Sending building should bring cumulative folder (including registration info)

Sending building creates the NOM for the intake meeting that has been scheduled in collaboration with CWP