



ADAPTED PHYSICAL EDUCATION REFERRAL ROCESS

When a student is not meeting HCPS grade level outcomes in physical education or has extended medical restrictions, an [APE referral form](#) needs to be completed. Anyone can refer a student. The APE referral form is located on HCPS sharepoint under the templates section or click on APE link above.

All sections of the APE referral form must be completed

1. The case manager will provide current services and disability code
2. The PE teacher provides grade level assessments and/or pertinent medical documentation
 - a. The referral form must be signed by: Principal and PE teacher
3. The referral is submitted for final signature to Joe Harbert, Supervisor of Adapted physical Education, Office of Curriculum and instruction, 102 South Hickory Ave., Bel Air MD

When the APE itinerant receives the APE referral he/she will contact the physical education teacher to determine the best time to come observe the student.

1. If the student does NOT currently receive special education services, the PE teacher can contact the parent and provide services through the parent permission form. The form can be found on share point under APE templates or click on [parent permission form](#) link.
2. If this referral is through an IEP meeting and permission to assess has been signed by guardian, then the APE itinerant will work with the PE teacher to determine a testing date.
3. If the student has extended or permanent medical issues the itinerant will work with the nurse to complete medical form to determine if a 504 plan is needed.

Upon completion of the APE assessment or medical information collected the APE itinerant will notify the special educator or school counselor to schedule a share meeting.

If the student does not receive special education services but has extended or permanent medical condition a 504 plan will be created if the medical condition impedes the student's access to the educational setting.

If the student has special education services and IEP share meeting will be held and if adapted physical education services are warranted and the guardians agree, APE services will be added to the IEP. A student can receive services through:

1. Pull-out motor goals – service for students who are significantly delayed in motor development compared to their educational performance level, and they require one to one or small group instruction for motor skill development
2. In class motor goal – service for student who needs additional individual skill practice in the general physical education setting
3. Supplementary aides – for a student who requires modified or alternate equipment, alternate warm-ups or skill practice, modified strategies and game rules, accommodations for breaks as needed, etc. in the general physical education setting.