



1026 Capitola Road, Santa Cruz, California 95062
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The Bay School Admissions Process

Thank you for considering The Bay School in Santa Cruz, California! If you are interested in a nonpublic school placement at The Bay School (TBS), please refer to this step-by-step guide of our admissions process. As always, please contact us with any questions.

STEP 1: REFERRAL SUBMISSION

The admissions process begins when a referral is submitted to The Bay School by a Local Education Agency (LEA) such as a school district or county office of education. The referral can be made when the LEA has agreed to a nonpublic school placement through the IEP process or private agreement with the family. *Please note, we do not accept referrals from families, guardians, or other representatives.*

To initiate a referral, the LEA emails a referral packet to The Bay School's Executive Director, Andrea Gold at agold@thebayschool.org. The referral packet will include the following:

- Current IEP (Individualized Education Program)
- Recent evaluations (e.g., Ed, Psych, Speech, Occupational Therapy, Functional Behavior Assessment)
- Behavior Intervention Plan and any recent Behavioral Emergency Reports (BERs)
- Progress reports, behavioral data, or other supporting documents
- Discharge summaries from any prior school placements, residential placements, or hospitalizations

STEP 2: REFERRAL REVIEW BY SCHOOL

Our school's clinical and educational teams will review the referral packet to determine if the school is a possible fit for the student. During the review process, the team may request additional materials or ask to speak with other parties knowledgeable about the student.

STEP 3: SCHOOL TOUR

Should the clinical and educational teams determine that The Bay School is a possible fit for the student, a school tour will be provided to the parent or guardian. The tour will provide detailed information about the school schedule, methodology, staffing structure, programming focus, and more.

STEP 4: SCREENING

After the school tour, if the parent or guardian would like to proceed with the admissions process, a student screening will be conducted. Prior to the screening, the parent or guardian will complete three screening forms that request information about the student's history (e.g., educational, medical, etc.), present skills, and behavioral needs. During the screening, these forms will be reviewed and discussed



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with the parent or guardian in more detail. In some cases, it may be necessary for TBS to also interview school personnel or other providers familiar with the student.

STEP 5: IN-PERSON VISIT

If the student may be a fit based on the information gathered through the screening, the next and final step is an in-person visit. The student will be invited for a one-hour visit our school campus after school hours. During the visit, our school's clinical and educational teams will have the opportunity to interact with the student and observe their preferences and interests, communication, social interactions, engagement, and behavioral needs.

STEP 5: ADMISSIONS DECISION

Based on the information gathered through the referral packet, screening, and in-person visit, we will provide a final admissions decision to the LEA within approximately one week following the screening.

CONTACT US!

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