

# South Shore Educational Collaborative

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## The SSEC Admissions Process

### **South Shore High School**

Dear Referring District and Caregivers,

Thank you for your consideration of the South Shore Educational Collaborative for your student. As we review your student for a potential placement here at SSEC, we want to ensure that you are aware of our admissions process and our programming models.

#### **STEP 1: REFERRAL REVIEW**

Our first step will be to review the referral documents the referring district has shared and request any additional information that may be helpful for us to have a comprehensive understanding of the student's strengths and needs. This may include phone calls with the referring district and/or current placement to gain a better understanding of why a change in placement has been initiated at this time. If we believe we may be a potential fit for your student, we will move to step two.

#### **STEP 2: CAREGIVER TOUR**

The next step in the referral process is the caregiver tour. An SSEC team member will reach out to the caregiver to schedule a tour of the respective SSEC program that is appropriate for your student. The student and caregiver(s) should attend this tour. At this meeting, they will meet with the Program Director (and additional SSHS team members if applicable) and be provided an overview of the program and receive a walk-through of the program. In addition, a conversation between the Program Director (and additional SSHS team members if applicable) and the student and caregiver(s) will occur. If both the SSHS team members and caregiver(s) feel the program will be a good fit for their student, we will move to step three.

#### **STEP 3: ACCEPTANCE/INTAKE**

If we are ready to move forward with offering placement at the program, the caregiver will be given a copy of the Intake Paperwork with an explanation of the paperwork and answers to any questions they may have. A member of our nursing staff will also be present to obtain medical history and to explain all the necessary documents for a student to start at the program. A student can only start at the program after ALL necessary paperwork is completed and medications (if applicable) are provided to the nursing team. The Program Director will notify the sending district of SSHS's acceptance of the student. The caregiver(s) will also be instructed to inform the sending district of their decision.

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The South Shore Educational Collaborative serves Braintree, Cohasset, Hingham, Hull, Marshfield, Milton, Norwell, Quincy, Randolph, Scituate, Weymouth and Whitman Hanson R.S.D.

#### **STEP 4: START DATE**

A start date at the program will ONLY be determined after the program has received all the necessary paperwork that include but is not limited to:

- A signed, current Individualized Education Program (IEP)
- A signed placement page (PL-1) indicating the specific SSEC Program with the accurate dates
- ALL SSEC Intake Paperwork, including nursing paperwork (e.g. Current proof of physical, immunization records, medication orders)
- \*If Applicable- ALL Medications (e.g. inhaler, epi-pen)

\*Throughout each step, we will be in consistent contact with the referring district to provide updates and request the necessary paperwork to ensure a smooth process. Please note that the referring district will need time to set up transportation services to our program.

After a student has been placed with us, it is common practice to localize the IEP to the SSHS Program. Depending on the student's start date at the program and their IEP run dates, a meeting may be scheduled to re-convene the team to discuss progress and to localize the IEP.

If you have any questions or concerns regarding the information above or anything else about our processes, please reach out to our Program Director, Cheryl Jacques at [cjacques@ssec.org](mailto:cjacques@ssec.org). The program's main line is 339-201-4579. Our goal is to be as transparent and collaborative as possible during our admission process to set the student and the Team up for success in the future. We will be in touch as soon as we complete our initial review of documentation to communicate our plans to move forward in the process or why we are unable to move forward at this time.