

Special Education Referral Process

Who can make a special education referral?

- Any person who has knowledge of or interest in the student may refer him or her.

What information must be on the referral form?

- Date of referral
- Student's name and demographic data
- Information about the student's problem
- Documentation of pre-referral interventions and their effectiveness
- Completion of environmental, economic, cultural concerns checklist
- IEP Team member's signatures

How long does it take to complete the referral to placement process?

A referral begins with the date that the parent signs the Consent for Evaluation. The process from referral to IEP development must be completed in ninety (90) calendar days regardless of any scheduled interruptions in the scholastic year or the scheduled summer vacation.

- Evaluations must be completed no later than sixty (60) calendar days from the Consent of Evaluation.
- Eligibility must be determined no later than thirty (30) calendar days from the date of the completion of all evaluations.
- An IEP must be held and placement made within thirty (30) calendar days after the student is determined eligible.

IEP Team

What is an IEP Team?

- The IEP team is a team of people who meet to make decisions about evaluation, eligibility, and programming for students.

What is involved in the IEP Team?

- At least one regular education teacher of the student (if the student is or may be participating in the regular education environment);
- At least one special education teacher or special education provider or the student;
- The parent, guardian, or surrogate parent of the student;
- A Local Education Agency (LEA) representative who is qualified to provide or supervise specially designed instruction, is knowledgeable about general education curriculum and knowledgeable of available resources;
- Someone who can interpret evaluation results;

- Other person knowledgeable about the student, including related services personnel; and
- Whenever appropriate, the student.

What are the functions of the IEP Team?

Initial referral/evaluation/reevaluation

- Reviews the initial referral;
- Reviews existing data and determines the need for evaluation;
- If the student is to be evaluated, determines what areas and what evaluations will be conducted;
- Obtains parental written informed consent for evaluations to be conducted;
- If the student is not to be evaluated, provides written notice to the parent of the intent not to evaluate;
- Review the existing data and determines what, if any, additional data is needed for reevaluations

Eligibility Determination

- Reviews data and determines whether the student is a student with a disability and determines the educational needs of the student;
- Provides a copy of the evaluation report and the documentation of determination of eligibility to parent.

IEP Development/Decisions

- Develops a narrative statement of the student's present levels of educational performance, including how the student's disability affects the student's involvement in the general curriculum
- Develops measurable annual goals and benchmarks related to meeting needs to enable the student to be involved in and progress in the general curriculum;