

## PARENT TIP SHEET

### HELPING PARENTS NAVIGATE THE SPECIAL EDUCATION PROCESS

The St. Clair County School System is dedicated to working with families to educate and prepare each student to succeed in an ever changing world. In an effort to strengthen our family partnership, this form was created to assist parents through the “Initial Referral” process. Please do not hesitate to call us with questions, input, and / or concerns. Special Education Rights and additional information can be found at <https://www.alsde.edu/sec/ses/Pages/home.aspx>

**Step 1:** Special education referrals can be made via “Child Find”, Guardian request, or through the school’s Problem Solving Team (PST). A “Notice and Invitation to a Meeting” will be sent home specifying the time/date of the “Referral” meeting.

**Step 2:** At the “Referral” meeting, a team of school professionals will discuss your child’s academic, developmental, and/or social/emotional progress. Your input is highly valued as it helps provide the team with a greater understanding of your child’s strengths and needs. At the conclusion of the meeting, the team will decide if the referral warrants the need for a special education evaluation.

**NO:** The child will be referred back to the school’s PST for further interventions and progress monitoring.

**YES:** Guardians are provided the opportunity to consent or deny the school permission to conduct a full evaluation. Upon receiving consent, the school has a maximum of 60 days to conduct the evaluation and the “Eligibility” meeting.

**Evaluation:** The child will be evaluated in all areas of suspected disability. *(Exceptionalities recognized by the State of Alabama include Autism, Deaf-Blindness, Developmental Delay, Emotional Disability, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment.)*

Preschool referrals will be scheduled with parent/guardian at one of our school campuses. The evaluations may be need to be completed over several days/sessions. A guardian must remain on campus for the completion of evaluations.

**Step 3:** A “Notice” will be sent home specifying the time/date of the “Eligibility” meeting. At the “Eligibility” meeting, the team will determine if the evaluation results meet the criteria for special education and related services as defined in the Alabama Administrative Code (AAC).

**NO:** The child will be referred back to the school’s PST for further interventions and progress monitoring.

**YES:** An Individualized Education Plan (IEP) must be developed within 30 days of the eligibility determination. Parents have the right to grant or deny the school permission to provide the services outlined in the IEP. Parents must sign consent for services before the IEP can be implemented.