

## REFERRAL PROCESS FOR SPECIAL EDUCATION

### *Sources of Referrals*

Referrals for assessment to determine eligibility for special education and related services may come from:

- Student Study Teams (SST);
- Teachers;
- Parents/guardians;
- Agencies;
- Appropriate professional persons; and/or
- Other members of the public.

### *Referral Procedure*

All referrals for special education and related services shall receive a response from the District.

Referrals for assessments to determine eligibility for special education and related services will be made to the school site principal or designee at the child's school of residence or attendance. All requests for assessments will be submitted in writing. If a parent/guardian or any individual with educational rights makes the request verbally, the principal or designee shall offer assistance to put the request in writing.

(5 C.C.R. § 3021(a).)

If referral information is incomplete or is not clear, the principal or designee should contact the referral source and request additional information in order to process the referral in a timely manner.

Within 15 calendar days of the referral for the special education assessment, the principal or designee will do one of the following:

- Notify the parent/guardian that a referral was made; input the student information into the District's Special Education Information System (SEIS); develop an "Assessment Plan" (AP) (located in the SEIS Document Library); and deliver the completed AP, a copy of parental safeguards, and a Prior Written Notice (PWN) to the parent(s)/guardian.
- If the referral is received and it is determined to be an inappropriate request, a meeting should be scheduled with the parent(s)/guardian and/or referring party to address their

educational concerns and review the purpose and scope of special education. The District must also respond in writing within 15 days of the referral with a PWN explaining why the request for assessment is being denied.

For more information regarding timelines, please see the Procedural Guide section on Assessment Plans.

All District referrals shall be written and include:

- A brief reason for the referral; and
- Documentation of the resources of the general education program that have been considered, modified, and when appropriate, the results of intervention. Documentation should include copies of SSTs along with relevant and supporting data regarding interventions, supports, and progress. Preparing/collecting this documentation shall not delay time-lines for completing the assessment plan or assessment.

(5 C.C.R. § 3021(b).)