



Special Education Referral Procedures

The *Teacher Assistance Team* consists of a general educator, the school social worker, and the school director. The team meets bi-weekly (or weekly) to review referrals by faculty or parents. A parent or a faculty member may make a referral for consideration of a special education evaluation at any time.

Parent Referral Procedure

1. Any faculty member can receive a referral from a parent (e.g., advisor, school social worker, school director). It is very important that the request be made known to the *Teacher Assistance Team* as soon as possible. If any parent or guardian mentions that he or she would like to have a special education evaluation conducted for a student, the faculty member must document this request and why the parent says the request is being made. Within 24 hours, the faculty member must notify the School Social Worker in an e-mail. A parent cannot be required to put a request in writing, which is why the faculty member is required to put the request in writing per an e-mail to the coordinator.

If the parent gives you a written request, make sure that the written request is dated with the date received and that the copy of the request follows the e-mail to School Social Worker. Place the dated, written request in the School Social Worker's mailbox.

2. The request for an evaluation by a parent will be on the agenda for the next convened *Teacher Assistance Team* meeting after it is received, which will be within 10 days of receipt of the request. Prior to the meeting, the School Social Worker will make a follow-up phone call to the parent/guardian to clarify further and discuss the concerns, to determine the focus for the evaluation and to ensure that it is a special education evaluation that they want.

3. Student data will be compiled (state assessments, NWEA/MAP scores, interim assessments, progress reports/report cards, and basic health information) for discussion at the *Teacher Assistance Team*. This will ensure that complete information is available for planning a special education evaluation.

4. The School Social Worker presents the referral at the special education *Child Study Team* so a *Notice of an Evaluation/Prior Written Notice* and an *Evaluation Plan* can be created for the parent's consent.

Any questions about this process should be directed to the special education coordinator.

Teacher Referral Procedure

1. If any teacher thinks there is a need to refer a student for a special education evaluation, the teacher must complete an *Intervention Referral* form and submit it to the *Teacher Assistance Team Coordinator*. When the referral is received, the teacher assistant team coordinator or designee will compile data relevant to the referral (e.g., discipline reports/office referrals, state assessments, NWEA/MAP scores, interim assessments, progress reports/report cards, and basic health information). It is also assumed that the parent is aware of teacher concerns at this point.

2. If interventions (at least 2) have been implemented at the time of referral, the team will review the interventions for fidelity of implementation and outcomes. If interventions have yet to be implemented, the team will assist the teacher in planning interventions, create a plan for implementation of the interventions, and develop a follow-up plan.

3. Based on the intervention and follow-up plans, the *Teacher Assistance Team* will ultimately determine if a referral for special education evaluation should move forward. If the referral moves forward to the Special Education Child Study Team, a *Notice of an Evaluation/Prior Written Notice* and an *Evaluation Plan* will be developed and sent to parents.