

Steps in the Special Education Referral Process

1. **An Initial Referral for Special Education Services is presented to the building principal or pupil personnel services.**

Students who are suspected of having a disability are referred to a multidisciplinary team called the Committee on Special Education or the Committee on Preschool Special Education.

2. **Who can refer a student for special education services?**

A parent, teacher or administrator can refer a student.

Who should a parent or teacher call to make a referral or start the process?

For school age students, the parents/guardians or a staff member should notify the building principal to discuss concerns. The building principal may meet with the parents/guardians to discuss concerns and with the parents/guardians agreement may refer the student to a building IST team to identify the student's needs and specific interventions. At any time, the building principal or parent/guardians may determine that a referral to the CSE is necessary.

Preschool student referrals-

Committee on Preschool Special Education (CPSE) School districts are responsible for serving 3 and 4 year old children with disabilities. If you suspect that your youngster has a disability or are referred by your doctor or a preschool professional, please call 687-6440.

3. **The Individualized Evaluation Process**

The Committee arranges for the evaluations of the student's abilities and needs. The initial referral consists of a Psychological Evaluation, Educational Evaluation, Social History and additional evaluations in the areas of concern. The parent/guardian will be asked to provide written consent for the evaluations to be completed. At any time the parent may withdraw consent.

4. **Determining Eligibility for Special Education Services**

The Committee meets and makes a determination of the student's eligibility to receive special education services and programs based on the test and evaluation results and the student's performance.

5. Who in on the committee of CSE and CPSE?

The Committee is made up of the CSE (Committee of Special Education) or CPSE (Committee of Preschool Special Education) depending upon the student's age. The committees consist of a chairperson, student's parents/guardians, school psychologist, classroom teacher, special education teacher, and relevant related service professionals. A parent member and physician are available upon request.

6. Who schedules the CSE/CPSE meeting?

The CSE meeting is scheduled by Pupil Personnel Services after all evaluations are completed and within sixty days of consent. A date is scheduled and all professionals and the student's parents/guardians are notified. Parents are provided five days' notice. The parents/guardians may choose to have additional persons attend.

7. Eligible students have an (IEP).

If the student is determined to be eligible to receive special education services by the Committee, the student is classified as a Special Education Student. The Committee develops and implements an appropriate IEP (Individualized Educational Program) based on the evaluation results and student's performance. This plan is designed to meet the needs of the individual student. Based on the IEP, the Committee must determine the student's placement, ensuring that the services are provided in the Least Restrictive Environment (LRE). The services that a student receives is determined from the testing and is based on a Continuum of Services as indicated. Please see Least Restrictive Environment and Continuum of Services for more detailed information.

8. Annual Review/Reevaluation

The IEP is reviewed and revised by the Committee at least once a year (annual review). The student has a reevaluation at least once

every three years (triennial) to review the student's need for special education programs and services and to revise the IEP, as appropriate. A reevaluation in a specific area may also occur when conditions warrant or when requested by a parent or teacher.

Timelines are in place so that delays are avoided. Parents are an integral part of this process, and your involvement and participation is important.