



## Prairie Creek Community School Special Education Referral Procedures Appendix A

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The Child Study Team consists of a general educator, a special educator and may include the school director. The team meets when referrals are made 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., teacher, school psychologist, school director). It is very important that the request be made known to the *Child Study Team* as soon as possible. If any parent or guardian mentions that they 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 special education coordinator and grade level special education teacher in an e-mail. A parent cannot be required to put a request in writing, which is why faculty members are 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 the copy of the request follows the e-mail to the special education coordinator. Place the dated, written request in the special education coordinator's mailbox.

2. The request for an evaluation by a parent will be on the agenda for the next convened *Child Study Team* meeting after it is received, which should be within 10 days of receipt of the request. Prior to the meeting, the special education coordinator 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 math scores, review progress narratives, informal reading assessments, and basic health information) for discussion at the *Child Study Team*. This will ensure that complete information is available for planning a special education evaluation.

4. The coordinator or special education teacher 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 a *Special Education Referral* form and submit it to the special education. When the referral is received, the special education coordinator will compile data relevant to the referral (e.g., discipline reports/office referrals, state assessments, district assessments, 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, and develop a follow-up plan.

3. Based on the intervention and follow-up plans, the *Child Study Team* will ultimately determine if a referral for special education evaluation should move forward. If the referral moves forward, the team will develop a *Notice of an Evaluation/Prior Written Notice* and an *Evaluation Plan*.