

## REFERRAL PROCESS

Referrals may be submitted by the following persons:

- Student Study Team/Student Intervention Team comprised of teachers, education specialists, administration etc.
- Parents
- School Staff
- Student may self-refer
- Community Agency

All referrals should be submitted to the pupil's LEA/district of attendance. If the student is not of school age, the child shall be referred to the district of residence.

The specific procedures for handling referrals are to be determined in each LEA/district; however, written documentation must be included in the referral that appropriate alternatives, accommodations and interventions have been implemented. Written documentation should include, but is not limited to, the "Referral Form" located in the SEIS Document Library.

All referrals for special education and related services shall initiate the assessment process and shall be documented. Either a parent or a public agency may initiate a request for an initial evaluation to determine if a student is a student with a disability 34 CFR 300.301(b). When a verbal referral is made, a staff member of the LEA/district or Special Educational Local Plan Area (SELPA) may assist the individual in making a written request for assessment for special education.

Upon receipt of the written referral, the administrator/designee or Education Specialist must initiate one of the following actions:

1. If referral information is incomplete or is not clear, contact the referral source and request additional information in order to process the referral in a timely manner.
2. If referral is complete, take one of the following actions:
  - A. LEA/district personnel will notify the parent that a referral was made, input student into SEIS, develop an "Assessment Plan" (located in the SEIS Document Library), and deliver the completed plan, a copy of parental safeguards and a Prior Written Notice (PWN) to the parents within 15 calendar days from receipt of the referral.
  - B. If the referral is received and it is determined to be an inappropriate request, a meeting should be scheduled with parents and/or referring party to address their educational concerns and review the purpose and scope of special education. The LEA/district must also respond in writing within 15 days with

a PWN explaining why the request for assessment is not being accepted and processed.

A referral for special education must follow legal timelines. For additional information on timelines, see the section of this procedural guide entitled “General Timelines”.