Special Education Referral Process

What Will You Learn Today?
- Referral Process
- IEP Team Members
- IEP Team Jobs
- Timeline

AGENDA

Special Education in Plain Language

Available:
https://www.wsems.us/special-education-introduction/

pdf version:
Webinar handout

Hard copy:
- Your school district
- WI FACETS
Where Can I Get More Info?

Referral Process

When to Refer?

When someone thinks a child may be a child with a disability
Who Can Refer?

Someone who knows the child...

• Professionals (physician, nurse, social worker, Birth to 3 staff, licensed school staff
• Other people

*Parents

How to Refer?

STEP 1

MUST be in writing

• School Form
• OR Letter (R-1)

Include:

• Child’s name
• Reasons WHY (PI 11.36)

What are the Disabilities?

1. Autism
2. Deaf/Blind
3. Emotional Behavioral Disability
4. Hearing Impairment
5. Intellectual Disability
6. Orthopedic Impairment
7. Other Health Impairment
8. Significant Developmental Delay
9. Specific Learning Disability
10. Speech & Language Impairment
11. Traumatic Brain Injury
12. Visual Impairment
How to Refer?

STEP 2
- Inform parents 1st
- Deliver to school
- Keep dated copy

What Happens Next?

STEP 3
- School records referral & date
- School sends written notice to parents of referral receipt (IE-1)
- Date starts “Timeline”
- Referral must be accepted
- IEP Team appointed
Who is REQUIRED on IEP Team?

Parents!

Who else is REQUIRED?

- Regular Ed Teacher
- Special Ed Teacher
- Local Education Agency (LEA) Representative
- Someone to explain tests
- Related Services Therapist
- If Specific Learning Disability...
- If Out of District...
- Student

What OTHERS on IEP Team?

School or parent can invite Others
Knowledge or special expertise about child
Person inviting decides
Birth to 3 rep
Transition-related reps
What is the IEP Team’s Job?

1. Conduct the evaluation
2. Review evaluation results
3. Decide if child:
   - Has a disability, AND
   - Needs special education
4. Write the IEP
5. Decide placement

What is the Timeline?

Timeline

Evaluation Timeline

- Request parents’ consent for initial evaluation
- Receipt of parental consent for initial evaluation
- Development of eligibility
- Determining eligibility
- Determining eligibility
- Developing IEP and placement

Timeline

- Up to 15 business days:
  - Notice of refusal for additional assessments
  - Written notice that no additional data are needed

Timeline

- Up to 30 calendar days:
  - Notice of refusal for additional assessments
  - Written notice that no additional data are needed
Where Can I Get More Info?

- **Special Education in Plain Language:**

- **DPI Special Ed Policies, Procedures & Sample Forms:**

- **WI PI 11.36:**
  [https://docs.legis.wisconsin.gov/code/admin_code/pi/11/36](https://docs.legis.wisconsin.gov/code/admin_code/pi/11/36)

- **DPI Eligibility Criteria Worksheets:**

- **DPI Info Bulletins:**
  [https://dpi.wi.gov/sped/laws-procedures-bulletins/bulletins](https://dpi.wi.gov/sped/laws-procedures-bulletins/bulletins)

- **Center for Parent Information & Resources:**
  [https://www.parentcenterhub.org](https://www.parentcenterhub.org)

- **Who are Required IEP Team Members - Parents? (VIDEO )**
  [https://www.youtube.com/watch?v=h2ohX1S2bNM](https://www.youtube.com/watch?v=h2ohX1S2bNM)

Are There More IEP Mini Modules?

1. Starting the IEP Process: Special Education Basics
2. Special Education Referral Process
3. **Evaluation & Eligibility in the IEP Process**
4. Reevaluation & Independent Educational Evaluations
5. Writing the IEP (Part 1)
6. Writing the IEP (Part 2)
7. Writing the IEP (Part 3) & Placement
8. IEP Revisions & Extended School Year
9. Parent Rights in the IEP Process
10. Useful Resources in the IEP Process
11. IEP Checklist

Register – [www.wifacets.org](http://www.wifacets.org)
THANK YOU!

Please complete your evaluation.
Questions? WI FACETS 877-374-0511

That’s It for Today!