Special Education Referral Process

Topics for Today

- Referral Process
- IEP Team Members
- IEP Team Jobs
- Timeline

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)
Educational 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
Required Participants

Other Required Participants

- 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
Other IEP Team Members

- School or parent can invite others.
- Knowledge or special expertise about child.
- Person inviting decides.
- Birth to 3 rep.
- Transition-related reps.

The Job of the IEP Team

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

Timeline

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Timeline

Evaluation Timeline

- Federal review due to All team members meeting data
- Request current data for additional assessments
- Receipt of present levels of educational need
- Determination of eligibility
- Final notice that no additional data are needed
- Up to 15 business days
- Up to 30 calendar days
- Up to 60 calendar days

Register – www.wifacets.org
Please complete your evaluation.
Questions? WI FACETS 877-374-0511

THANK YOU!

Content addressed in this module is based on federal and state law and regulations. The information is not intended to be a replacement for careful study of IDEA and Chapter 115.

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