Special Education Referral Process

Topics for Today

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

Handouts

Access handouts at our website here
- Handout 1: Slides
- Handout 2: Special Education in Plain Language
- Handout 3: Referral Form
- Handout 4: Notice of Receipt of Referral Form
- Handout 5: More Resources
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

Parents!
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
That’s It for Today!

Questions? 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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