
PARENT REFERRAL FOR SPECIAL EDUCATION SERVICES
(PPS-P001)
MILFORD PUBLIC SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure the Pupil Personnel Services follows when a parent makes a referral for the evaluation of a child for special education services.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Pupil Personnel Services, Supervisors of Special Education and periodically-CST

Approval Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Pupil Personnel Services

4.0 DEFINITIONS:

- 4.1 CST – Building Child Study Team may include School Social Worker and/or School Counselor, General Education Teachers, School Psychologist, Special Education Teachers and appropriate building staff members.
- 4.2 PPT – Planning and Placement Team may include Parent(s), Speech and Language Pathologist, Physical Therapist, Occupational Therapist, School Psychologist, School Administrator, School Social Worker, Reading Teacher, General Education Teacher, School Nurse, appropriate Special Education staff members and any student who is 13 years old and over.
- 4.3 IEE – Independent Educational Evaluation
- 4.4 Case Manager – A person who coordinates and facilitates PPTs

5.0 PROCEDURE:

- 5.1 Parents make a direct referral to PPT in writing, or verbally to request an evaluation of their child.
- 5.2 Designee from PPT collects relevant information from the parents and others, including the staff at the student's school.
- 5.2.1 The PPT Team has 45 school days to hold an initial PPT to review referral and determine whether the child will be evaluated. If evaluated, eligibility must be determined within 45 days and an IEP developed.
- 5.2.2 If the decision is to evaluate the student, the parents will be given a Consent for Initial Evaluation Form and Notice of Procedural Safeguards for Special Education Students and their Families.
- 5.3 If the decision is not to evaluate the student, the student is referred back to the CST for regular education intervention.
- 5.4 The evaluation will commence once the Consent for Initial Evaluation form has been signed and returned by the parent.

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5.4.1 Return of the signed Consent for Initial Evaluation form begins the 45-day timeline for completion of the student's evaluation.

5.4.2 If parent fails to return signed consent, the PPT Coordinator/Case Manager will send out a second copy to parents.

5.4.3 Failure or refusal by the parent to sign could result in the District's decision to consider mediation or a Due Process Hearing. See the Due Process Hearing procedure.

5.4.4 If parents disagree with the district's evaluation report, they may request an IEE.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Referral Form
- 6.2 Math Worksheet
- 6.3 Reading Worksheet
- 6.4 Consent for Initial Evaluation
- 6.4 IEP Document
- 6.5 Procedural Safeguards

7.0 RECORD RETENTION TABLE:

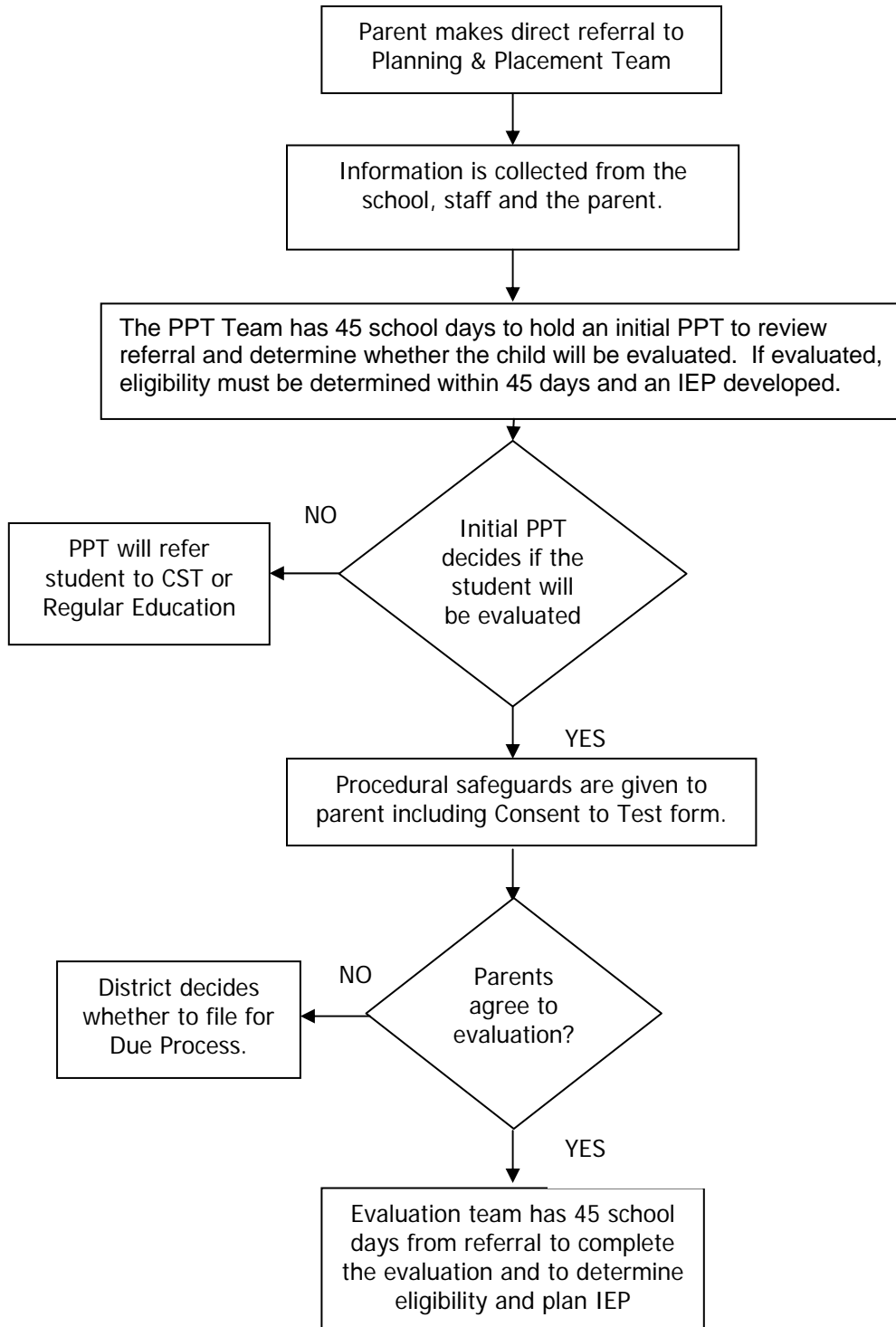
*NOTE: Special Education files the original evaluation, the latest evaluation, and the latest Individualized Education Plan. The documents listed here are included in this.

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents in 6.0 above	Special Education Cumulative File at Central Office	According to state and federal guidelines; seven years after student's twenty-first birthday	Shred	Stored in one location; fireproof files

8.0 Revision History

<u>Date</u>	<u>Revision #</u>	<u>Description of Revision</u>
02/03/2005	A	Initial Release

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* * End of procedure * * *