
SCHOOL REFERRAL PROCESS FOR SPECIAL EDUCATION
(PPS-P002)
MILFORD PUBLIC SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure followed after the Child Study Team has determined that a student needs to be evaluated in order to determine whether that student qualifies 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 and any student who is 13 years old and over.
- 4.3 Due Process – A procedure parents may initiate in order to resolve a disagreement regarding their child's educational plan.

5.0 PROCEDURE:

- 5.1 CST completes its process, documents intervention, and completes required paperwork to the CST Coordinator, including:
- Referral Form
 - Interventions attempted
 - Math and Reading worksheets
- 5.2 PPT sends out notice of referral to parents and Pupil Personnel office.
- 5.2.1 Notice includes Procedural Safeguards and referral form and Math/Reading worksheets.
- 5.2.2 Parents are contacted to attend an initial PPT to review referral within 45 days from the date of the referral.
- 5.3 At the initial PPT meeting the team reviews the referral and makes a decision to evaluate the student or to refer the student back to the CST.

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5.3.1 The evaluation will commence once the consent for evaluation form has been signed and returned by parents. If the decision is to evaluate the student, the parent will be given the consent for Initial Evaluation form (which requires parent signature) and Notice of Procedural Safeguards for Special Education Students and Their Families.

5.3.1.1 If parents refuse further assessment, the district could determine whether to file for either mediation or a Due Process Hearing. See related procedure.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Referral Form
- 6.2 Math Worksheet
- 6.3 Reading Worksheet
- 6.4 Notice and Consent for Initial Evaluation
- 6.5 Notice of Procedural Safeguards for Special Education Students and Their Families

7.0 RECORD RETENTION TABLE:

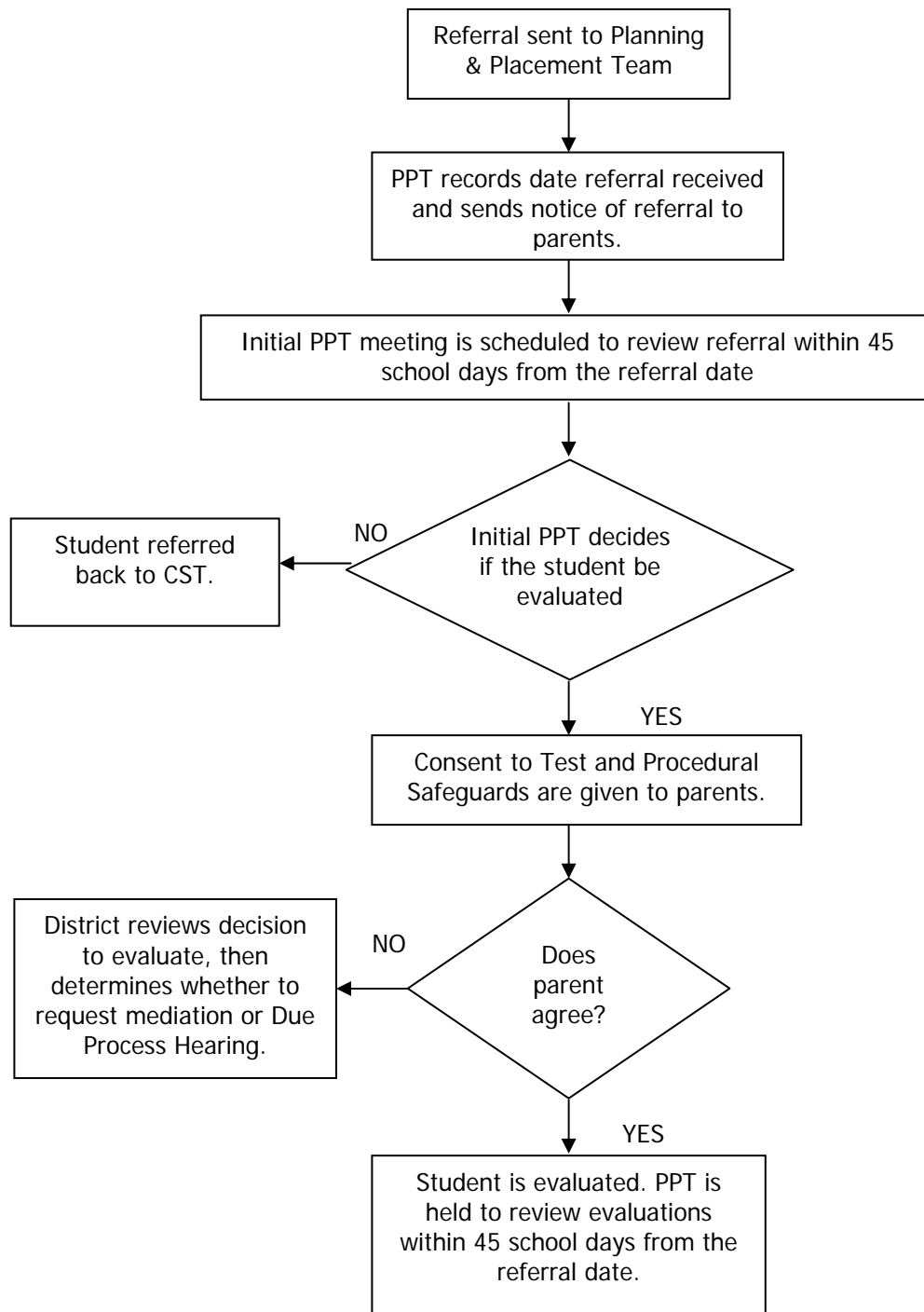
*NOTE: Special Education files the original evaluation, the latest evaluation, and the latest Individualized Education Plan. The documents listed here are included in this.

<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 file

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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