

Referral Process FAQs



What happens after a child is referred for special education?

A parent, school personnel, or other persons with knowledge about a student may make a referral requesting that the student be evaluated to determine eligibility for special education. The written referral puts a series of timelines into motion.

How long does a referral take?

The district must acknowledge and notify you of the referral and make a decision within 25 school days whether or not your student will be evaluated.

What happens during the time a child is referred?

The referral process includes a review of existing data about your student. The school's student support team will review the referral, implement new strategies, and review the student's response to new interventions. Existing data includes, but is not limited to:

- Information provided by parents
- Any available, relevant medical information
- Current and past performance/grades
- Current and past attendance history
- Discipline and behavioral information
- Student's general education supports and services

Will there be a meeting?

A meeting to discuss the referral and decision is not required. If, however, a meeting is scheduled by the school to take place, then you must be invited to attend a meeting to discuss the referral.

What happens if the district decides not to evaluate my student?

If a school decides the information in the referral does not support the need for an evaluation, it must provide you with a Prior Written Notice letter of its decision not to evaluate. The Prior Written Notice must include the reasons why and will also include suggestions for next steps and/or further interventions and additional general education supports.

What happens if the district decides to evaluate my student?

The school psychologist will contact you to coordinate the next steps, when the school decides to conduct an evaluation. Written parent permission is required in order to start the evaluation process. The school will conclude the special education evaluation within 35 school days of receiving of your signature. Parents are an essential part of the evaluation team. We encourage you to become as involved and informed as possible. You know your child well, and the school values your input.

