Special Eduction Referral Process & Timeline

Pre-Referral
Child is suspected of being in need of supports. Classroom teacher/parent may initiate/request for reasonable classroom accommodations. Student may be discussed brought to the attention of the Intervention and Referral Service for assistance

Referral
Child is suspected of having a disability that may potentially impact his/her ability to learn and has already received reasonable modifications from classroom teacher and has already gone through the Intervention and Referral Service (I&RS).

Evaluation Request
Written request for evaluation is sent to the Department of Special Education by parent(s), teacher(s) or IRS team.

20 Days

Child Study Team Responsibility
Child Study Team will respond to written request and begin screening process.

CST Evaluation Determination
Child Study Team determines if full evaluation is required. Meeting scheduled with parent(s) to meet with CST and determine evaluation process and get written consent to evaluate.

90 Days

Evaluation Procedures
Evaluations are conducted by CST, outside agents (if applicable); family physician (if applicable). Results are shared with parents. Eligibility for Special Education and Related Services determined.

Evaluation Determination
If child is found to be eligible for Special Education and Related services an IEP is developed.

Parental Disagreement
If parent(s) disagree with a determination they may file for state mediation, due process or revoke consent.

Parental Consent for Initial Implementation
Parent(s) must sign consent to for initial IEP implementation.