

Special Education Referral Process

What information do I need in order to register my student who has a current Individual Educational Plan (IEP)?

- 1) Copy of current IEP (Individual Education Plan)
- 2) Immunization certificate on a Georgia certificate form (this is available through the Georgia Health Department.
- 3) Social Security card or number
- 4) Copy of child's birth certificate
- 5) Proof of residency

It is helpful for program planning for the family to provide any additional special education records such as psychological reports from previous school systems or private psychologists.

For children with Hearing Impairments, please provide

- 6) Copy of current audiogram (within one year)
- 7) Copy of physician's otology report

For children with Vision Impairments, please provide

- 8) Copy of a current eye report from a physician (done within three years)

What is a 504 plan? Do I need one if my child is in special education?

A 504 Plan is developed to provide modifications for students with diagnosed disabilities. Eligible students must have data that demonstrates the disability is substantially impacting aspects of their life.

How do I get a copy of my rights?

A copy is available on the website, or a copy of parental rights can be provided by contacting the Special Education Department at a local school or the Central Office.

How do I get my child evaluated for special education?

Students are referred for a special education evaluation through the Student Support Team process or by way of a direct parent referral because the parents suspect that the child has a disability. In most instances, the child will have been provided specific interventions in the area of concern, and there will be data from those interventions indicating that the child is not making progress despite the additional support being provided.

How do I make a referral for my child to be evaluated for special education?

It is critical that parents and teachers communicate. If a parent is concerned that their child may have a disability and need special education, the parent and teacher should begin problem solving about available supports to assist the child.