



Carlisle Public Schools

83 School Street Carlisle, MA 01741 Phone: 978-369-6550 Fax: 978-371-2400

Academic Excellence Creativity Respect Responsibility

Referral for an Evaluation to Determine Eligibility for Special Education Services

A referral for an evaluation to determine eligibility for special education services can be made by a variety of individuals. Carlisle Public Schools ensures a responsive school environment that meets the needs of all students. The district makes every attempt to employ general education instructional support services and documents those attempts. Still, a parent's right to refer for a special education evaluation is not limited and will not be delayed because the district has not fully explored and/or attempted all of the available instructional support programs and interventions. In any case where a parent or person making a referral has concerns about the student's development or a suspicion that the student may have a disability, Carlisle Public Schools will promptly send notice and seek permission to conduct an initial evaluation to determine if the student is eligible for special education services.

Initiating a Referral

1. School Referral

When the Teacher Assistance TEAM determines that all efforts have been made to meet the needs of a student within the regular education program, and these efforts have not been successful, the student should be referred by school personnel for an evaluation to determine eligibility for special education services. Carlisle Public Schools ensures that documentation of the use of instructional support services for the student is provided as part of the evaluation information reviewed by the TEAM when determining eligibility.

The LEA is considered to have knowledge that the student may have a disability if the parent has expressed in writing that the child is in need of special education or related services, if the parent has requested an evaluation, or if school personnel has expressed specific concerns about the pattern of behavior demonstrated by a student to an administrator.

2. Outside Referral

If someone outside of Carlisle Public Schools requests an evaluation, an evaluation consent form will be sent home for signature within 5 school days of the request.