St. Cloud Area School District 742

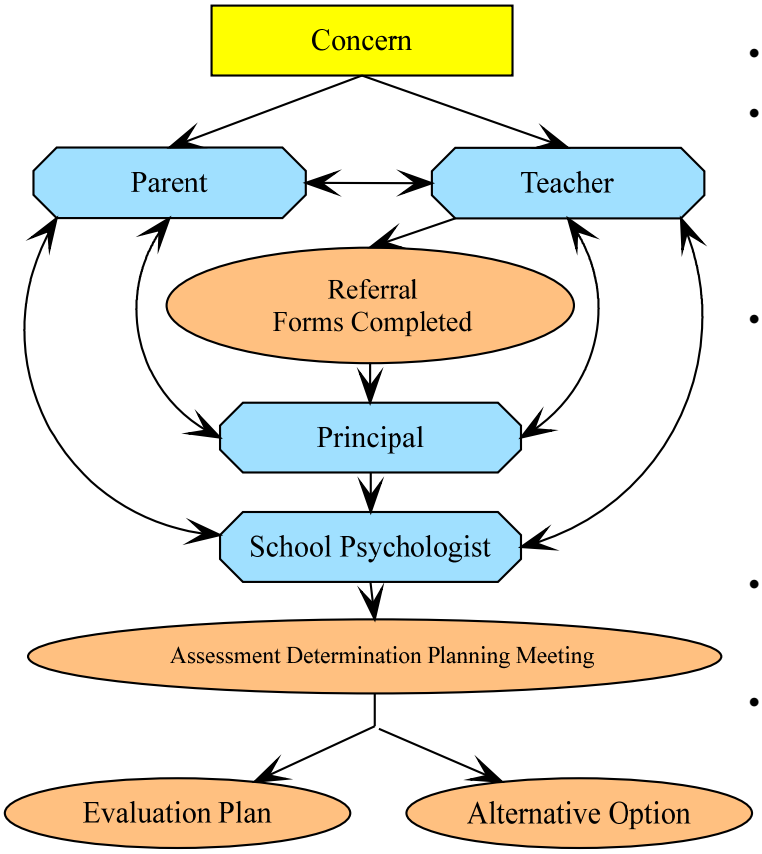
Special Education Evaluations

Referral Procedures for Non-Public School Sites

Since 1975, public schools have been responsible for providing special education services to children with disabilities. Part of that obligation is the identification of students with disabilities who are in need of special education and related services. An educational evaluation is conducted to determine if a child meets the State mandated eligibility criteria for disabilities and if the child is in need of special education and related services. The disability areas include Autism Spectrum Disorders (ASD), Blind/Visually Impaired (B/VI), Deaf-Blind (DB), Deaf and Hard of Hearing (DHH), Developmental Cognitive Disability: Mild to Moderate or Moderate-Severe (DCD-MM, DCD-MS), Developmental Delay (DD), Emotional or Behavioral Disorders (EBD), Other Health Disabilities (OHD), Physically Impaired (PI), Severely Multiply Impaired, Specific Learning Disability (SLD), Speech or Language Impairments (S/LI), and Traumatic Brain Injury (TBI).

The purpose of this document is to outline the initial referral process used if a parent or teacher of a non-public student suspects that a student between the ages of 3 and 22 may have a disability and needs special education and related services.

Referral Process Flow Chart



- Parent or teacher identifies a concern with the student's academic performance, communication, health or physical status, cognitive functioning, social/emotional or behavioral skills, motor skills, or functional skills.
- Parent and teacher discuss concern.
- Teacher gathers curriculum-based measures on student performance, conducts and documents pre-referral interventions. The forms and directions for Non-Public Pre-Referral Intervention Form and the Referral Review Form are available on the District Website. See the back page for directions.
- If concerns persist and performance is discrepant from classmates/norms, teacher obtains release of information from parent and submits pre-referral interventions, Referral Review Form, and information to principal or designee. Principal may contact school psychologist to consult or initiate referral. If initiating referral, submit the pre-referral information, Referral Review Form, and Pre-Referral Intervention form to school psychologist.
- School psychologist reviews pre-referral information and interventions and may contact parent, teacher and/or principal for additional information or consultation.
- Conduct assessment determination meeting including parent, classroom teacher, and special education staff to make final decision on appropriateness of an evaluation and if appropriate, areas to assess. Complete evaluation plan or discuss alternative options for action if evaluation is not appropriate.

FOR ADDITIONAL INFORMATION:

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WEBSITE: **http://isd742.org**

To access pre-referral information and forms on the St. Cloud Area Schools District 742 webpage, go to http://isd742.org.

- Hover over Departments
- Under E-12 Educational Services, select Special Education
- Select Non-Public Information to access the following:
    - Release of Information Consent Form
    - Non-public Pre-Referral Intervention Directions & Form
    - Waiver of Pre-Referral Interventions Directions & Form
    - Referral Review Form