
STUDENT REFERRAL TO SPECIAL EDUCATION (SED-P001)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 The Special Education Department identifies and screens children, from birth to age 21 who may have developmental concerns/disabilities that will impact their performance in school. The Special Education Department ensures that all children brought to its attention for referral for special education be evaluated within the time frame established by federal and state regulations.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Director of Special Education, Assistant Director of Special Education, Early Childhood Coordinator, Child Study Team, Evaluation Team.

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Education or Assistant Director of Special Education

4.0 DEFINITIONS:

- 4.1 Referral – Process by which a student is brought to the attention of the Special Education Department for consideration of evaluation for the purpose of receiving special education and related services.
- 4.2 Child Study Team (CST) - may include the Principal, School Counselor, General Education Teachers, School Psychologist, Special Education Teachers, and appropriate building staff members as needed.
- 4.3 Evaluation Team – will review the initial referral to determine if the student is a candidate for evaluation for special education. The team may include the school psychologist, Speech Language Pathologist, Occupational Therapist, parent(s), student when appropriate, and Special and General staff members.
- 4.4 Independent Educational Evaluation (IEE) – an evaluation performed by a qualified professional who is not employed by the school district.
- 4.5 Prior Written Notice (PWN) - is written documentation provided to parent describing proposed action by the district. The notice includes date, description, explanation and reason for action used to support the decision.
- 4.6 English Language Learners (ELL) – students whose primary language is not English.
- 4.7 Acculturation Quick Screen (AQS) - Form used to determine if the student has been in school in the United States long enough to have had some benefit and impact from their schooling.

5.0 PROCEDURE:

- 5.1 CST completes its process and sends all required paperwork to the Special Education Records Clerk, including:
 - Referral Form SED-F001

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- Data from interventions attempted
 - Educational Rating Scale SED-F003
 - Learning Disabilities Checklist SED-F004
 - Teacher-Structured Interview SED-F039
 - AQS for ELL students
- 5.2 Parents or persons knowledgeable about the student, or who have knowledge of the student, refer the child to the Special Education Department in writing. If parents are unable to complete the paperwork, assistance will be provided.
- 5.3 If the child is five years of age or less, and not yet in kindergarten, the Early Childhood Coordinator screens the referral to determine whether the child is a candidate for evaluation.
- 5.3.1 The Early Childhood Coordinator will consult with the School Psychologist and collect further information from the parents, if needed.
- 5.3.2 The Early Childhood Coordinator will review the documentation/information collected and schedule a screening within 15 school days.
- 5.3.3 The Early Childhood Coordinator notifies parents or guardian of screening results 10 days after completing the screening and will schedule an evaluation if determined necessary.
- 5.4 If the child is age five to 21, the evaluation team screens the referral to determine whether the student is a candidate for evaluation.
- 5.4.1 The team collects and reviews further information from parents and CST, if needed.
- 5.4.2 Parents are notified whether the student is a candidate for evaluation within 25 school days from the date the referral is received.
- 5.5 For students who qualify for an evaluation, the Consent for Initial Evaluation form is mailed to the parents for their signature by a department secretary along with the Notice of Procedural Safeguards.
- 5.5.1 If parents do not return the Consent for Initial Evaluation form within 10 school days, a second form is sent.
- 5.5.2 If parents refuse to provide consent, the student will not be evaluated and CST is informed.
- 5.6 If parents disagree with the District's decision not to evaluate the student for special education, they may request an Independent Educational Evaluation from the District. The special education administration will determine whether an IEE will be granted or will file a due process hearing request.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Referral Form SED-F001
- 6.2 Child Study Team documentation
- 6.3 Consent for Initial Evaluation SED-F008
- 6.4 Notice of Procedural Safeguards for Students and Their Families SED-F006
- 6.5 For all students
 - 6.5.1 Educational Rating Scale SED-F003
 - 6.5.2 Learning Disability Checklist SED-F004
- 6.6 For English language learners
 - 6.6.1 Acculturation Quick Screen
- 6.7 Notice That Student Is Not in Need of Further Special Education Assessment SED-F007

7.0 RECORD RETENTION TABLE

*NOTE: Special Education files the original evaluation, the latest evaluation, and the latest Individualized Education Program. The documents listed here are included in this.

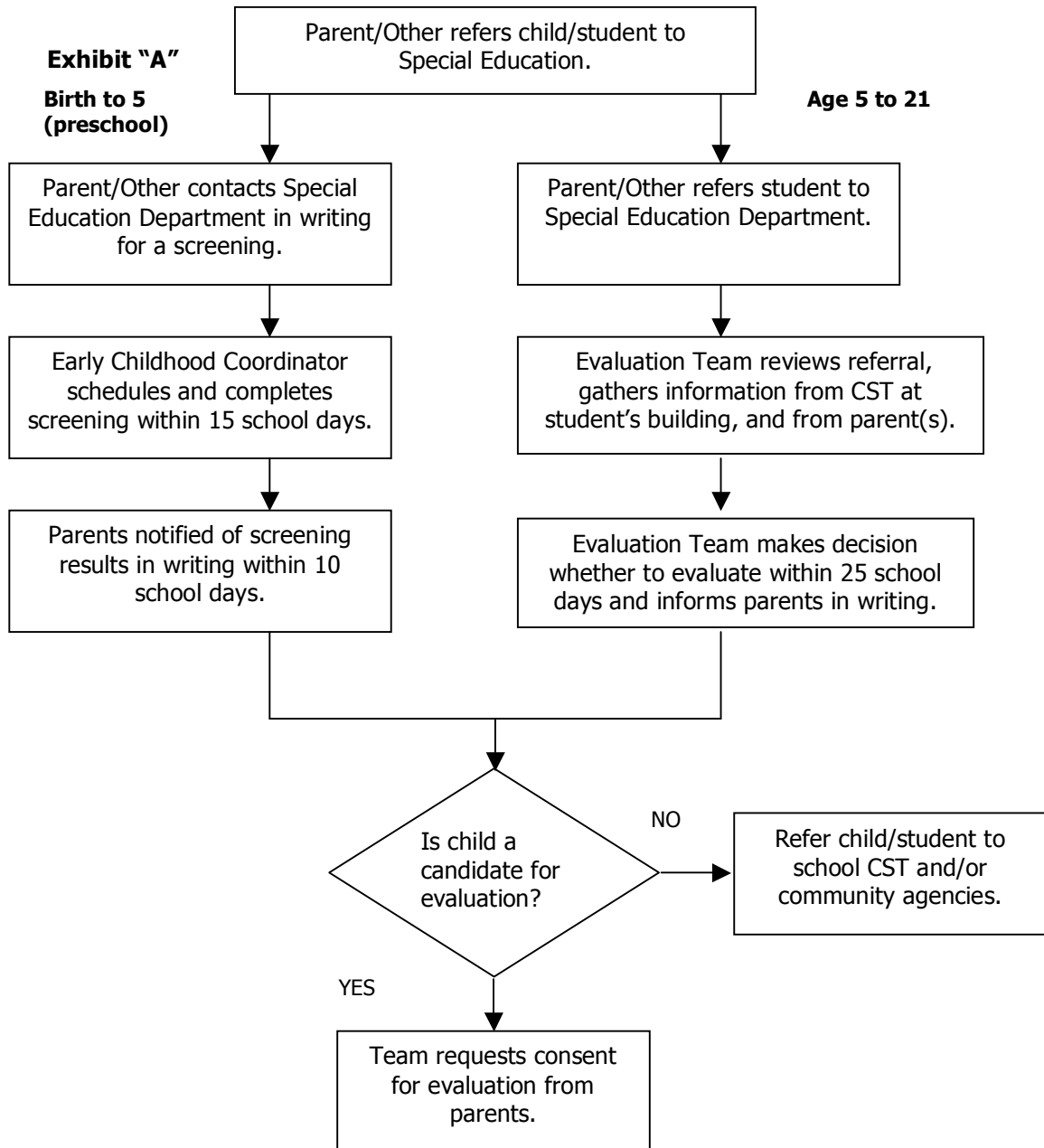
| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|----------------------------|--|---|--|-----------------------------------|
| All documents in 6.0 above | Special Education Cumulative File; Student's building site | According to state and federal guidelines, six years after service ends | Letter sent to last known address; if no response, records destroyed after one month | Stored in one location; fireproof |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev</u> | <u>Description of Revision:</u> |
|--------------|------------|---|
| 10-May-01 | A | Original Release |
| 25-Jan-02 | B | Clarified details of enrollment in 5.3 and time limit in 5.4.1 |
| 4-Feb-02 | C | Updated protection information |
| 16-Jan-03 | D | Updated records approval authority to include Assistant Director of Special Education, retention details, and form numbers |
| 12-Sept-03 | E | Updated records retention data, replacing seven years with six |
| 6-Nov-07 | F | Updated 5.4.2 to reflect evaluation will not occur without parental consent. |
| 19-Sept-08 | G | Title changed. Updated 4.0 to add and correct definitions, updated 5.0 procedures, updated and added to 6.0 associated documents. |

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**** End of procedure ****