
SCHOOL REFERRAL PROCESS FOR SPECIAL EDUCATION (SED-P003)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure followed after the Child Study Team has determined that a student needs to be evaluated in order to determine whether that student qualifies for special education services.

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, CST, MDT

3.0 APPROVAL AUTHORITY:

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

4.0 DEFINITIONS:

- 4.1 CST – Building Child Study Team may include school counselor, general education teachers, school psychologist, Special Education teachers, appropriate building staff members, and parent(s).
- 4.2 MDT – Special Education Multidisciplinary Team may include speech and language pathologist, physical therapist, occupational therapist, school psychologist, parent(s), appropriate Special Education staff members, and general education staff.
- 4.3 NPA – Notice of Proposed Action Form
- 4.4 ELL – English Language Learners
- 4.5 AQS – Acculturation Quick Screen Form used to determine if the student has been in school in the U.S. long enough to have had some benefit and impact from the 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
 - Interventions attempted
 - Educational Rating Scale SED-F003
 - Learning Disabilities Checklist SED-F004
 - Teacher-Structured Interview SED-F039
 - AQS for ELL students
- 5.2 Records Clerk sends out notice of referral to parents and informs the Special Education Department MDT.

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- 5.2.1 Notice includes explanation of 25-day timeline.
- 5.2.2 Notice to the MDT includes the original copy of the referral and all related paperwork.
- 5.3 Department MDT reviews the referral.
 - 5.3.1 Parents are contacted for further input.
 - 5.3.2 Sending school CST will be contacted if more information is needed.
- 5.4 The team makes a decision to evaluate the student for special education services or to refer the student back to the CST within 25 school days.
 - 5.4.1 If the student is accepted for evaluation, the Records Clerk will contact the parents and referral CST.
 - 5.4.1.1 Parents will be sent a notice including a request for Consent for Initial Evaluation (which requires parent signature) and Notice of Procedural Safeguards for Special Education Students and Their Families.
 - 5.4.1.2 If parents refuse further assessment, the process ends and CST is notified.
 - 5.4.2 If the student is not accepted for further evaluation, the parents and local building CST are notified in writing by the Special Education Department Administration.

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 Special Education 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 Teacher Structured Interview SED-F039
 - 6.6.2 Acculturation Quick Screen
- 6.7 Notice That Student Is Not in Need of Further Special Education Assessment SED-F007

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7.0 RECORD RETENTION TABLE:

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

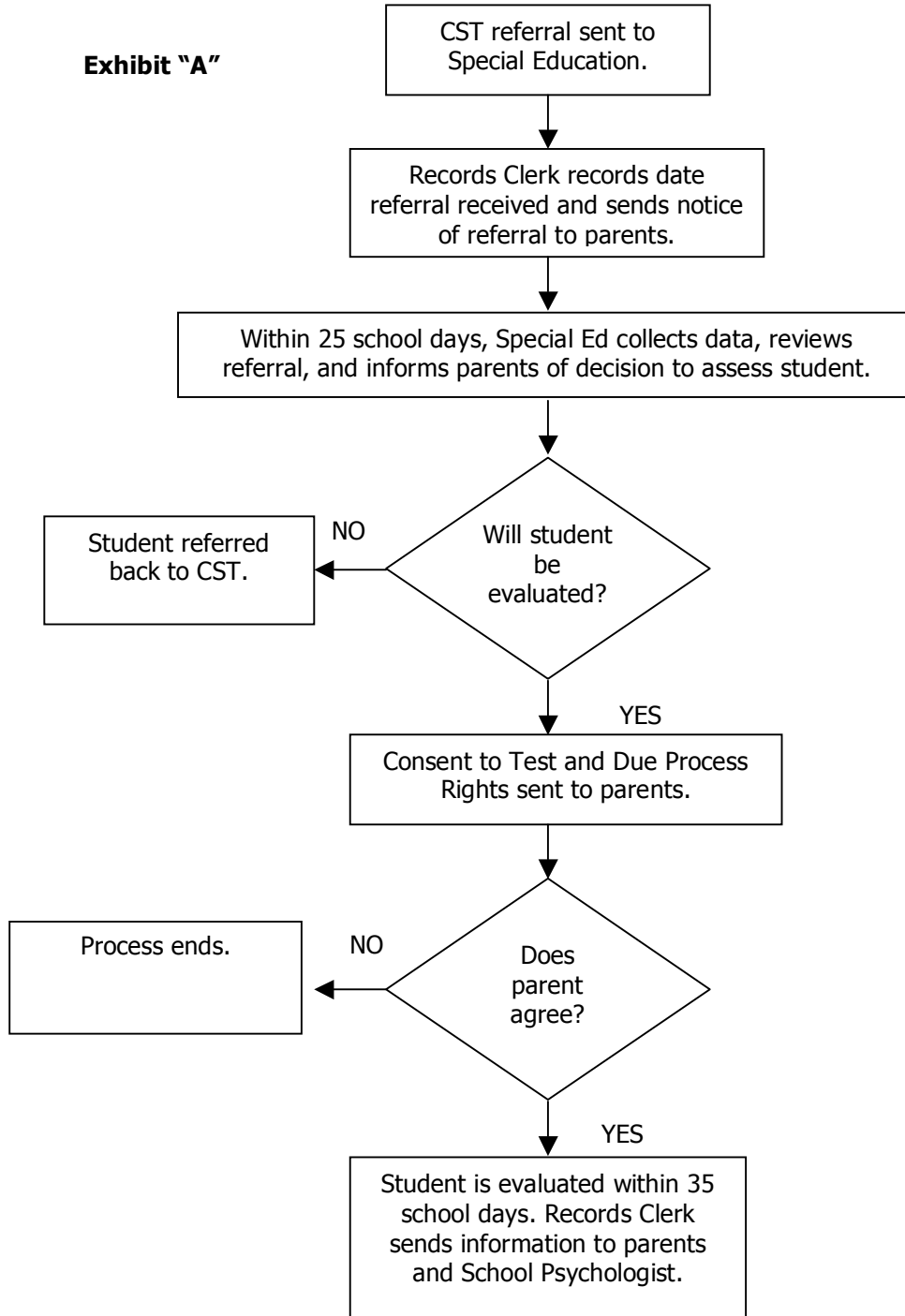
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents in 6.0 above	Special Education Cumulative File; Student's building site	According to state and federal guidelines, six years after service ends	Letter sent to last known address; if no response, records 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 notification detail in 5.4.2
4-Feb-02	C	Updated 6.5-6.7 and protection detail
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
04-Nov-04	F	Added parent(s) to CST definition; added general education staff to MDT definition; replaced "student's twenty-first birthday" with "service ends" in retention data
06-Nov-07	G	Revised 5.4.1.2, added "the process ends and CST is notified". Adjusted flow chart to reflect addition.

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***** End of procedure *****