

SPECIAL EDUCATION DEPARTMENT
Wenatchee School District
112 South Elliott
Wenatchee, WA 98801
(509) 663-7117

DOCUMENTATION OF REFERRAL RECEIVED

Date: _____

Dear _____;

This letter is to inform you that your child, _____, has been referred to the Special Education Department for evaluation. According to federal and state guidelines, the Special Education Department has 25 school days in which to decide whether your child is a good candidate for evaluation for special education services.

During this time, we will collect and review all school records and any medical, or other records, you believe would be of value for this evaluation. If you have any information you would like to have used in the evaluation process, please call the case manager listed below. Your information is valuable to the successful outcome of your child's referral.

If you have any questions, please contact our office at 663-7117.

Your case manager is _____, and may be contacted at this phone number _____. If you would like to attend the meeting to review your child's referral to Special Education, please contact the case manager.

Sincerely,

Colleen Obergh, Director

- ◆ The timeline for special education referral is attached. All assessments and IEPs will be completed within the due dates. Every effort will be made to complete the process within a short length of time.