

Area: REFERRAL

Introduction: A student who is suspected of having a disability which significantly impacts the educational process may be referred to the Evaluation Team. The supporting data gathered during the pre-referral process is reviewed to determine the need for further evaluation.

<i>PROCEDURES</i>	<i>FORMS</i>	<i>RESPONSIBILITY</i>	<i>TIMELINE</i>	<i>SOURCE</i>
1. Referral of a student suspected of having a disability may be initiated by either a parent/guardian of a child or a public agency.		Parent/Guardian School Staff		RI Regulations, 2013 (Section 300.321)
2. A completed referral form is sent to the Pupil Personnel Office.	PPS-2 (First Section)	Special Education Staff Designated by the School	10 school day timeline begins	
3. The parent is sent notification of the referral and the date of the meeting to review the referral.	Parent Notice of Eligibility Meeting	Pupil Personnel Office		
4. The Special Education Evaluation Team conducts a meeting to determine whether a special education evaluation is needed.	PPS-2 (Second Section)	Parent(s) Evaluation Team General Education Teacher	Within 10 school days of referral	
5. A team decision is made whether or not to evaluate.	PPS-10 Prior Written Notice			
6. Written notice is given to parent(s) whether or not their student is a candidate for evaluation.	Written Notice (Parent Letter) Completed PPS-2	Evaluation Team Chair		
7. If the student is to be evaluated, written parent permission must be obtained and parents are given the procedural safeguards.	PPS-3 PPS-4	Pupil Personnel Office	As soon as possible*	

*Should the parent not notify the district of his/her consent within 5 school days, the district must document its efforts to obtain consent. Should parental consent not be obtained within 15 school days, the Evaluation Team must reconvene.

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