

Procedures for Requesting an Initial Evaluation of a Child

Whenever possible, students' needs are met through general education. General education supports and accommodations are provided so that students can participate as fully as possible in the regular education setting. Students are referred for evaluation and possible special education services only after regular education interventions services and strategies have been tried.

Each school has a consult or student assistance team that meets to review student concerns, and plan interventions or strategies to assist students in the regular classroom. Concerns may be directed to these consult teams by staff or parents. Interventions are provided in a systematic manner and include strategies such as small group instruction, re-teaching, use of accommodations such as visual models, or organizers. If interventions do not show adequate progress more intense services may be provided (smaller group or increased frequency). Progress is monitored and if necessary a referral to special education or 504 accommodations is made.

A referral for an initial evaluation usually comes from the consult or student assistance team, or parents. They may also come from other sources such as the student's physician. There is a referral form which triggers a Planning and Placement Team (PPT) meeting or 504 meeting but a referral can also be made in writing. Typically this is completed by the consult or student assistance team but may also be made by a parent. Parents should contact the school psychologist or their child's teacher to make a referral. A case manager will be assigned and a PPT will be scheduled to review current progress and recommended next steps. If parents have any concerns regarding policies and procedures at each step along the referral process they may contact the school psychologist, or building administrator in each building.