**West Carroll Special School District**

 **Referral Process for Special Education/Checklist**

A referral can be made at any time if a student is suspected of having an educational disability. Examples of possible reasons for referral can be, but are not limited to:

* Poor performance in more than one subject area
* Reports of medical diagnosis
* Inadequate response to tiered interventions through RTI2
* Difficulty producing age-appropriate speech sounds
* Language skills are inconsistent with those expected of same age peers
* Poor fine/gross skills
* Rate of progress has decreased

If you have reason to suspect a student might have an educational disability, discuss these concerns with the school level RTI2 data team. If the school level RTI2 determines a referral to special education is warranted, the following steps should be taken:

* Complete the Student Support and Intervention Team Referral for Comprehensive Evaluation
* The special education teacher sets up meeting with Parent and RTI2 Data Team to discuss the need for evaluation.
* SPED Referral Packet completed with ALL contents and documentation as listed below:
	+ Vision and Hearing Screening Results
	+ General Education Teacher Input (Indirect Observation)
	+ Direct Observation of student (Special Education Teacher)
	+ Teacher Checklist(s) based on area(s) of deficit identified in school level RTI2 Data Team Meetings (General Ed. Teacher)
	+ RTI2 data file with all contents will be collected (School Interventionist)
	+ Copy of Cumulative Record which includes grades, attendance, and results of standardized testing
	+ Documentation of parent involvement(parent letters, RTI2 meeting notes, signed progress monitoring reports, contact logs)
	+ Documentation of RTI2 Data Team Meetings on student(Intervention logs, meeting notes, data of progress monitoring and benchmark
	+ Documentation of fidelity checks and effective instruction (use fidelity checks documentation form)
* TIER I Fidelity Monitoring: TIER I documentation
* TIER II Fidelity Monitoring: 3 checks- 2 direct observations/1 indirect observation
* TIER III Fidelity Monitoring: 5 checks- 3 direct observations/2 indirect observations

*\*\*Send the above documents to the special education teacher in your school.*

At school level meeting with parent:

* Review student information and discuss the need for evaluation
* If warranted, obtain parental consent for evaluation (parent MUST BE present at meeting for initial referral)
* Special Education Teacher will explain “Notice of Procedural Safeguards” and provide parent with their prior written notice
* Conduct parent interview for social history
* Obtain pertinent medical information
* Student Profile completed

\*\*The agreed upon assessments will be conducted within 60 calendar days and an IEP meeting will be scheduled to review the results of the evaluation and determine eligibility for special education services.