



## Parent Referral for Evaluation for Special Education Services

Parent expresses concern regarding the student's achievement and requests an evaluation to determine if the student is a child with a disability.



Administrator provides parent with the **Referral for Evaluation for Special Education Services** and **Educational History** Forms.



When a parent returns completed forms:

1. The Administrator will schedule a ChAT meeting with administrator, school psychologist or representative, general education teacher, ALS Teacher Specialist if student is PHLOTE, other staff who have pertinent information regarding the student within 10 school days.
2. The school will conduct a vision and hearing screening if the last screening is more than a year old or there are concerns in those areas.
3. In the ChAT meeting, the team will review information on the:
  - a. referral
  - b. educational history and language addendum
  - c. school data
  - d. any outside medical and psychological reports provided by the parent.
4. Determine if (based on the above information and data) the team concurs that there is a lack of sufficient student achievement/progress and it is possibly due to an educational disability.

***Does the team suspect the presence of an educational disability that may require special education and related services?***



### **YES**

1. ChAT identifies interventions the student will participate in while being evaluated.
2. Administrator contacts parent to inform them of ChAT's decision.



### **NO**

1. Determine if student requires Tier 2 or Tier 3 interventions in general education.
2. Administrator contacts parent to inform them of the ChAT's decision.