

PRE-REFERRAL PROCESS

Parent(s)/guardian shall be contacted by their school site when there is a concern about their child's academic or behavioral performance. Concerns may be addressed in a Student Study Team (SST) meeting. This meeting may be initiated by school staff or parent(s)/guardian and/or the student. During the SST meeting, the team will document any concerns and determine which strategies are, or will be, implemented to attempt to address the concerns related to the student's learning. Areas that are important to discuss and document during the SST meeting are:

- Developmental/medical history;
- Attendance/school enrollment history;
- Review of vision, hearing, speech and language screenings;
- Behavior;
- Academics; and
- Performance and results of interventions.

Although a referral for special education assessment may be initiated by a SST, parent(s)/guardian, teachers, the student or another person with knowledge of the student, current law requires that all options in the general education program be implemented before referral to special education. These options may include, but are not limited to, the following:

- Accommodations within the general education program;
- Research-based instructional strategies and interventions, including universal screening; "tiered" interventions; progress monitoring; and collaboration with problem-solving teams within the general education program;
- Consultation with appropriate staff;
- Referral to alternative programs within the District; and/or
- Referral to professional and/or agencies outside of the District.

All options are to be explored and documented (with relevant supporting data) by the general education staff prior to a referral for special education. General education staff will have the responsibility for initiating the procedure for the pre-referral process when a student is first observed as having difficulty.

When all of the resources of general education have been exhausted, the student may be referred for special education consideration.

In the event that a parent/guardian makes a written request for a special education evaluation, the District must respond within 15 days. Should the District determine testing is merited, they should respond by sending an assessment plan, a prior written notice, and a copy of the procedural safeguards to the parent(s)/guardian.