

REFERRAL PROCESS

Sources of Referrals

Referrals for assessment to determine eligibility for special education and related services may come from:

- Student Study Teams (SST);
- Teachers;
- Parents/guardians;
- Agencies;
- Appropriate professional persons; and/or
- Other members of the public.

(Ed. Code, § 56302.1(a).)

Referral Procedure

All referrals for special education and related services shall receive a response from the District, consistent with the law.

Referrals for assessments to determine eligibility for special education and related services will be made to the school site principal or designee at the child's school of residence. Referrals may be processed through the school site SST or other student intervention team to review the referral and document interventions tried prior to referral. All requests for assessments will be submitted in writing. If a parent/guardian or any individual with educational rights makes the request verbally, the principal or designee will request that the parent/guardian or individual make the request in writing. If the parent/guardian or individual is unable to make the request in writing, the principal or designee shall provide assistance in putting the request into writing.

(5 C.C.R. § 3021(a).)

Upon receipt of the written referral, the administrator/designee or Education Specialist must initiate one of the following actions:

- If referral information is incomplete or is not clear, contact the referral source and request additional information in order to process the referral in a timely manner.
- If referral information is complete, take one of the following actions:
 - District personnel will notify the parent/guardian that a referral was made; input the student information into the District's Special Education Information System (SEIS); develop an "Assessment Plan" (located in the SEIS Document Library); and deliver the completed plan, a copy of parental safeguards and a Prior Written Notice (PWN) to the parent(s)/guardian within 15 calendar days from receipt of the referral.

- o If the referral is received and it is determined to be an inappropriate request, a meeting should be scheduled with the parent(s)/guardian and/or referring party to address their educational concerns and review the purpose and scope of special education. The District must also respond in writing within 15 days with a Prior Written Notice (PWN) explaining why the request for assessment is not being accepted and processed. A referral for special education must follow legal timelines. For additional information on timelines, see the section of this procedural guide entitled “Timelines”.

If it is determined that an assessment is required, an assessment plan will be developed, within 15 days of receipt of the referral. (Ed. Code, § 56043(a).)

All school staff referrals shall be written and include:

- A brief reason for the referral; and
- Documentation of the resources of the general education program that have been considered, modified, and when appropriate, the results of intervention. Documentation should include copies of SSTs along with relevant and supporting data regarding interventions, supports, and progress. Preparing/collecting this documentation shall not delay time lines for completing the assessment plan or assessment.

(5 C.C.R. § 3021(b).)