

# Initial Referral Process for Services

- Referral can be from parent or school
- For a child to be eligible for SLD services, there must be documented lack of academic progress by research based interventions (RtI)
- Includes one baseline data point (student's academic achievement prior to implementation of interventions) and six subsequent data points taken no sooner than a week apart
- Baseline important for measuring growth of student
- Other progress monitoring points to measure effectiveness of implemented interventions
- After the minimum RtI requirement is reached (one baseline data point, six progress monitoring points) parent or school can request eval.
- **IMPORTANT NOTE:** If school only provides interventions targeting a specific academic area (reading) then the child is only eligible for special services under area targeted
- Complete yellow form and submit all RtI data to the assistant director of special education
- If parent referral; get started right away in RtI, send in yellow form to assistant director
- We then have 10 school days to process the info, accept or decline request to evaluate and have parent sign consent
- If accepted; PCSS will send consent form to be signed by the parent
- If declined; PCSS will give reasons for declining evaluation and suggestions to be implemented
- After parent signs consent the evaluation is either on a 20 or 50 day clock
- 20 day clock; for students who have been in the RtI program for 18 weeks, only looking at SLD; must have eval completed, report written and meeting held within 20 school days of signed consent

- 50 day clock more complicated case, considering cognitive impairment, autism, emotional disability, other health impairment; must have eval completed, report written and meeting held within 50 school days of signed consent
- After eval and report is done, the principal or counselor will be contacted to schedule meeting
- Secondary; counselor will be contacted: Elementary; principal will be contacted
- The case conference committee (CCC) MUST consist of an administrator, GenEd and SpEd teachers, person who did eval (psyc. or ed. diagnostician) parent and anybody they wish to bring and other relevant school personnel (social worker, SLP etc.)
- Initial educational eligibility can only be determined by the CCC with parental consent, MUST have parent signature for initial placement
- School has 10 school days to send IEP to parent after meeting
- If high profile, other members of PCSS could be involved