

Referral Process

How is a student referred for a Child Study Team Evaluation?

Students between the ages of 3 and 21, suspected of having an educational disability may be referred to the Child Study Team for an evaluation by a variety of sources but generally they come from one of the following:

1. Parents: Parents may request a Child Study Team Evaluation by contacting the Case Manager at their child school and forwarding the request in writing.
2. IR&S: The Intervention and Referral Services (formerly the PAC committee) is a building based inter-disciplinary group that meets regularly to provide intervention for students experiencing difficulty in the classroom. Once the IR&S team has utilized its resources and determines that additional information may be necessary, or feels that the student may be potentially educationally disabled, the student may be recommended for a CST evaluation.
3. Administrators or outside agencies: The Principal or other building administrator or an individual from an outside agency (doctor, social worker) may refer a student for a Child Study Team evaluation.

What is the procedure after the referral is made?

Once the referral has been made the Case Manager has twenty days (20) to schedule a Pupil Status Review meeting. The necessary personnel expected to attend this meeting would be a social worker, school psychologist, learning disabilities / teacher consultant, classroom teacher, speech and language specialist (if the suspected disability included that area or the child was age 3-5) and the parent.

Are students automatically tested if the request is made?

No. Once the referral for a Child Study Team evaluation is made a Pupil Status Review meeting must be scheduled. At that meeting it is determined if a Child Study Evaluation is warranted and if so an Evaluation Plan is developed.

What is the procedure if the student is going to be tested?

Once it is determined that testing is warranted, an assessment plan is developed and the parent / guardian gives written permission. The district then has ninety (90) days to complete the necessary evaluations. Within the ninety days (90) an Eligibility Conference is scheduled where the evaluations are interpreted and it is determined if the student is eligible for special education and / or related services.

If a student is eligible, does that mean he or she will be in a special education class?

No. Before a student can receive special education or related services, an Individual Education Program must be developed. The parent must sign consent for the Individual Education Program to be implemented. The majority of students eligible for special education and related services receive those services within the general education classrooms and programs.