



QUICK GUIDE: REFERRAL



REFERRAL TO CONSIDER A SPECIAL EDUCATION EVALUATION

The purpose of the referral is to bring a student to the attention of an *evaluation team* so that it can determine whether to conduct a special education evaluation. This process will be documented using the *Referral to Consider a Special Education Evaluation* form.

-Idaho Special Education Manual, Ch.1, Section 8

TEAM CONSIDERATIONS

Who is the evaluation team?	<p>The evaluation team is the group of people established by the IDEA that has the responsibility for making decisions regarding evaluation, assessments, and eligibility.</p> <p>The evaluation team must include the parent/adult student, general education teacher, special education teacher and an administrator/designee. In addition, the team should include any other individuals needed to make informed decisions in the areas of the student’s suspected disability.</p> <p>The parent must be given the opportunity to indicate whether he or she would like to meet with the full team.</p> <p><i>-Idaho Special Education Manual, Ch. 3, Section 4</i></p>
What should we do when a parent makes a referral or requests an evaluation?	<p>When a parent makes a referral or requests an evaluation, this triggers the <i>Referral to Consider a Special Education Evaluation</i> process. The evaluation team, including the parent, should go through the steps of reviewing existing evidence to examine whether additional evidence is needed to determine whether an evaluation for Special Education is warranted*. This process should be documented on the <i>Referral to Consider a Special Education Evaluation</i> form.</p>
We have been given a clinical or medical report by a parent. What are the team’s obligations?	<p>When information is provided by the parent as part of a referral, the team must consider the information as part of the review of existing evidence while completing the referral process. The team should document how the information has been considered as part of the referral process.*</p> <p><u>Note:</u> When information is provided by the parent of a student already on an IEP, the team must consider whether any changes to the IEP are required based on the new information provided.</p>
What is a referral question?	<p>A referral question(s) is established during the referral process once the team has determined what evidence is currently available and what additional evidence might be needed to make decisions regarding next steps. A referral question guides teams in determining which areas, if any, to assess and which assessments to select.</p>

*Don’t forget to provide details of the team’s decision to parents within Written Notice.