

Special Education Referral Process

Burriss Laboratory School

Indiana Academy for Science, Mathematics and Humanities

March 2013

1. The school or the parent may request a referral for evaluation of a possible educational disability. The school has 10 instructional days to meet with the parent and determine whether or not the school agrees to pursue the evaluation.
 - a. Parent request: Any parent request in writing for an evaluation or for information regarding an evaluation MUST be forwarded to the Special Education Coordinator (SEC) immediately.
 - b. Classroom teacher request: The teacher begins this process through a General Education Intervention Committee (GEIC) meeting to discuss student concerns. GEIC forms are posted on the Burriss website. The request must include completed Forms 1 and 2. The referral is submitted to the SEC. As an option, the GEIC committee may or may not recommend a referral for special education evaluation.
2. School personnel fill out special education referral form with the parent. Parent rights are summarized and will be sent by email to the parent. Signed referral is sent to the SEC.
3. SEC sends referral to potential teachers of record (TOR) and to the school psychologist and enters referral information in the IIEP tool. The TOR enters referral information in Power School.
4. School psychologist provides a draft copy of the psychoeducational evaluation report to the SEC ten (10) days prior to the 50-day timeline due date (or 20-day timeline in the case of the student's failure to respond to evidence-based interventions).
5. Within five (5) days of the case conference, the school psychologist posts the evaluation report in the IIEP in the Learning Connection site and notifies the SEC and the TORs.
6. The identified Teacher of Record schedules case conference:
 - a. When is parent available?
 - b. Middle school teachers available through the day.
 - c. Elementary and high school teachers are available after school (3:00).
 - d. Invite both TORs and the SEC.
 - e. Schedule the conference room.
 - f. Mail out case conference notice with a copy of parent rights.
 - g. Place hard copies of case conference notice in attendees mailboxes.
7. Case conference follows the IIEP process. TOR sends a copy to the parent to proof. If okay, the parent signs and returns signature paper to the TOR.
8. Signature page is given to the SEC to fax to the IDOE.
9. The TOR completes the referral information in Power School.