

Referral Process

Triumph Public High Schools has a process to follow for a student referred for a special education evaluation. This process is mandated by state and federal legislation. Also, this process is guided by the philosophy that special education should be seen as the last resort to provide support for a student. The following steps constitute the referral process:

- 1. Pre-referral interventions:** Before a student can be referred for an evaluation the school must be able to document the efforts it has made to address and solve the presenting problems of the student. This is done at our district through the Response to Intervention Process (RTI). **** Note the parent has a right to request a referral at any time during the Response to Intervention Process (RTI process).****
- 2. Referral to Special Education/504:** A referral for special education may be requested at any time by the parent. Referrals from staff and teachers should be made after interventions have been attempted and there is evidence to support they have been unsuccessful in solving the problem and there is an educational need to evaluate for special education services. Students who do not have a documented educational need, may qualify for services under 504. A meeting must occur with parent to provide copy of procedural safeguards, Guide to ARD process and provide parent a notice of evaluation and consent for evaluation.
- 3. Evaluation:** Once the school receives parent permission, the evaluation has to be completed within 45 school days. An ARD meeting is set up with the parent to review the results of the evaluation and determine if the student qualifies for support services within 30 days of evaluation completion.

Parent Referral

Parents may request the school district conduct an evaluation of their child to see if they qualify for special education services. This request must be in writing. It should be submitted to the principal and the special education teacher. It is important to include specific information about the education concerns of the student, as this will help the district identify what components of the evaluation process to include. The district reserves the right to deny a request to evaluate a student. Once request has been submitted the district has 15 school days to respond to parent to approve or deny the request for a special education evaluation. To do this the district would have to provide the rationale, in writing, for not conducting the evaluation.

Teacher Referral

Teachers can also request the school district conduct an evaluation of a student to see if they qualify for special education services. This request must be in writing. Referring teacher is also responsible to provide documentation of reason for referral, grades, work sample, discipline referrals, RTI referral, attempts they have made to support student (ex. tutoring Saturday school). Referral should be submitted to the principal and the special education teacher. It is important to include specific information about the education concerns of the student, as this will help the district identify what components of the evaluation process to include.