

# The Referral Process

**1**

## PRE-REFERRAL

Students who do not respond to targeted interventions during the MTSS process

OR

Students suspected of having a disability

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## EVALUATION

Upon consent, a comprehensive evaluation is conducted.

This evaluation measures the student's strengths and challenges using academic, cognitive, behavioral, and functional assessments.

The results determine if the student qualifies for special education services under IDEA (Individuals with Disabilities Education Act).

**Must be done within 60 days of consent.**

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## IEP DEVELOPMENT

The IEP outlines the student's present levels of performance, measurable annual goals, accommodations, modifications, related services, and the least restrictive environment (LRE) in which services will be provided.

**Must be done within 30 calendar days of the eligibility determination meeting.**

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## ANNUAL REVIEW

The IEP must be reviewed **at least once a year** to assess progress toward goals and make necessary adjustments.

*Every **three years**, a **reevaluation** is considered to determine if the current services are appropriate for the student.*

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## REFERRAL

A referral can be made by a teacher, parent, school staff, or another knowledgeable individual.

Once a referral is submitted, **the school must obtain parental consent to conduct an evaluation.**

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## ELIGIBILITY DETERMINATION

A team, including educators, specialists, and parents, reviews the evaluation data to determine if the student meets the criteria for one or more of the disability categories under IDEA.

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## IEP IMPLEMENTATION

Once the IEP is finalized, the school is responsible for ensuring that all services, accommodations, and modifications outlined in the document are provided.

Teachers and staff working with the student must be aware of and follow the IEP to support the student's educational success.

**Parents should reference the IDEA 'Parents Rights' document below for more detailed information**

[Parents Rights](#)