

**SPECIAL EDUCATION - IDENTIFICATION**

**Adopted: 4.28.2022**

***Documentation of Referrals***

**First Reading: 4.28.2022**

A referral for assessment means any written request for assessment to identify an individual with exceptional needs made by any of the following:

- A parent/guardian of the individual;
- A teacher or other service provider of the individual;
- A foster parent of the individual, consistent with the limitations contained in federal law;
- An agency or appropriate professional person; or
- Member of the public.

All referrals for special education and related services shall initiate the assessment process and shall be documented. When a verbal referral is made, staff of the Special Education Local Plan Areas (SELPA) or member Local Education Agency (LEA) shall offer assistance to the individual making the request, if requested by the individual, to put the request in writing.

A school referral shall be written and include:

- A brief description for the referral; and
- Documentation of the resources of the regular education program that have been considered, modified, and when appropriate, the results of intervention. This documentation shall not delay the time-line for completing the assessment plan or assessment.

Written documentation of all referrals for assessments to determine eligibility for special education and related services noting final disposition and recommendation shall be maintained for a period of no less than three (3) years. Such documentation shall include appropriate phone contacts and other informal contacts which might bear on the decision making process.

Uniform procedures shall be established within the SELPA for written documentation of advance notification of parents/guardians relative to referral. This procedure shall take into consideration individual differences within the SELPA .

References:        EC 56029  
                          Title 5 C.C.R. 3010  
                          Title 5 C.C.R. 3021