

**SPECIAL EDUCATION - IDENTIFICATION
REFERRAL - ASSESSMENT**
Student Study Teams

**Adopted: 5.31.2022
First Reading: 4.28.2022
Second Reading: 5.31.2022**

LEAs recognize that best practice is to set up school teams or student study teams (SST) to informally discuss concerns and seek consultation regarding pupils prior to a referral to special education. LEAs, to the extent possible, will follow best practice.

Members of the team are selected by the Local Education Agency (LEA) administrator who may appoint one team member to act as chairperson, receive requests and set up team meetings. Members invited to the team meeting will include the child's primary educator and the parent/guardian. Special education staff may be included to suggest intervention strategies and program modifications.

The function of this team is to make suggestions and give support to the individual requesting assistance regarding the pupil.

When convened to discuss a parent/guardian request for an assessment, the SST meeting must occur within 15 days from the date parent/guardian submitted the request.

- If it is determined that an assessment is appropriate, the parent/guardian must be provided an assessment plan within 15 days from the date the initial request for assessment was submitted.
- If it is the determination that an assessment is not yet warranted, the team notes must reflect the decision of the team and agreement of the parent/guardian.

If the determination of the team, including parent/guardian, is that an assessment is not warranted, a representative from the LEA shall send parent/guardian prior written notice of the decision.

The parent continues to have the right to initiate a referral for a special education assessment and/or to bypass the school team process. If, following the SST meeting, the parent/guardian disagrees with the determination of the SST and continues to request an assessment, it is advised that the LEA provide parent/guardian with an assessment plan within 15 days of the parent's initial request for assessment. If parent/guardian rejects the LEA's offer of an SST meeting to address their concerns, it is advised that the LEA send parent/guardian an assessment plan within 15 days of the parent/guardian's initial request for assessment.

References: EC 56303, 56029;
Title 34 C.F.R. 300.153