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**[princi\_elem] [all\_admin] How to Refer a Student for Special Education**

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**From :** Karen Apgar <apgar\_k@4j.lane.edu> Thu, Sep 16, 2021 03:16 PM  
**Sender :** princi\_elem <princi\_elem-bounces@4j.lane.edu> 2 attachments  
**Subject :** [princi\_elem] [all\_admin] How to Refer a Student for Special Education  
**To :** all admin <all\_admin@4j.lane.edu>

Hello! As we dive into this new school year, here are some reminders about Special Education referrals, and a link to the 2021-22 Referral Packet: [Link to Referral Packet](#)

When a building or staff team refers a student, follow this process:

- **Building Team/Staff** completes packet
- Packet goes to **School Psych**
- **Psych** will *review packet* before sending to Referral Review Team
- Packet is reviewed for evidence to support the suspicion of a disability and provides recommendations to Psych.
- **Psych and school team** will *set up an Eval Planning meeting or call.*
- At meeting or call,
  - **Team, with parent** reviews all available data with parent, including Referral Review Team feedback, and
  - **Team, with parent** decides whether or not to proceed with Evaluation.

When a parent asks for an evaluation for their child, follow this process:

- Whoever receives request should inform **School Psych** immediately
- **Psych** will call the parent to discuss concerns. Psych will
  - *Explain the referral review process to the parent, and*
  - *Ask the **School Team/Staff** to complete Referral packet*
- Packet goes to **School Psych**
- **Psych** will review packet before sending to Referral Review Team
- Packet is reviewed for evidence to support the suspicion of a disability and provides recommendations to Psych.
- **Psych and school team will set up an Eval Planning meeting or call.**
- At meeting or call,
  - *Team, with parent reviews all available data with parent, including Referral Review Team feedback, and*
  - *Team, with parent decides whether or not to proceed with Evaluation.*

I'm happy to answer any questions you might have :)

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