

---

**[princi\_elem] [principals] Guidance for SpEd Referral Packets**

---

**From :** Karen Apgar <apgar\_k@4j.lane.edu> Tue, Jan 17, 2023 02:12 PM  
**Sender :** princi\_elem <princi\_elem-bounces@4j.lane.edu> 2 attachments  
**Subject :** [princi\_elem] [principals] Guidance for SpEd Referral Packets  
**To :** principals <principals@4j.lane.edu>, assist elem <assist\_elem@4j.lane.edu>, assist high <assist\_high@4j.lane.edu>, assist midd <assist\_midd@4j.lane.edu>  
**Cc :** ssd leadership <ssd\_leadership@4j.lane.edu>

Hello!

I was asked to pass this information on to all building Admin, as you may find it helpful.

You likely already know that any time a team or a parent makes a referral for a special education evaluation, the building team must complete a SpEd Referral Packet (attached). The packet is meant to be completed by a *team* of staff members. When it's not feasible to sit down as a team to complete the packet, many schools have adopted a system for collecting the necessary elements.

If you do not currently have a clear process for this, I'm attaching a sample Coversheet for the packet. It suggests specific staff members from whom information can be gathered. Feel free to adjust it to your own building's needs.

I'm happy to answer questions, offer suggestions, or even provide some training on the entire referral process. Contact me anytime!

**Karen Apgar, Ed.D., NCSP** (she/her)  
Student Services Administrator for  
Psychological Services and Legal Compliance  
*Student Services Department, Eugene School District 4J*  
[apgar\\_k@4j.lane.edu](mailto:apgar_k@4j.lane.edu) | 541-790-7820

---

You received this message because you are subscribed to the 4J list "principals".

Send e-mail to this list at [principals@4j.lane.edu](mailto:principals@4j.lane.edu)

To unsubscribe from this list, send e-mail to [principals-unsubscribe@4j.lane.edu](mailto:principals-unsubscribe@4j.lane.edu)

---

You received this message because you are subscribed to the 4J list "princi\_elem".

Send e-mail to this list at [princi\\_elem@4j.lane.edu](mailto:princi_elem@4j.lane.edu)

To unsubscribe from this list, send e-mail to [princi\\_elem-unsubscribe@4j.lane.edu](mailto:princi_elem-unsubscribe@4j.lane.edu)

---

 **Referral Packet Coversheet Sample.docx**  
20 KB

 **4J SpEd Referral Packet 2022-23.pdf**  
121 KB

---