

SSD Referral Process-Initial Evaluations

Counselor Checklist:

School Referral

Teacher recognizes concerns > brings to Care team as soon as possible	√	Date	Contact
1. Parents are notified that student needs are being addressed by Building Level Team.			
2. Building Level Team helps teacher define the problem behavior or skill deficit.			
3. Evidence-based interventions are put in place, with schedule and person responsible.			
4. Collect data to determine if child is learning social or academic skill.			
5. Interventions are changed or modified as needed.			
6. Fidelity checks in place for intervention schedule.			
7. Collect data to determine if child is responding to intervention changes.			
8. Data is shared with parents.			
9. Building Level Team collects additional existing data, as needed, to determine if disability is suspected.			
10. When there is sufficient data to suspect a disability, referral is sent to Joint Review Committee: <i>School Psychologist and Counselor</i> .			
11. Joint Review Letter, Procedural Safeguards and Parents' Bill of Rights are sent by School Psychologist			
12. School Psychologist holds Review of Existing Data meeting and Notice of Action: Consent attempted with parents (signature obtained in person or sent to parent by mail) within 30 days of Joint Review meeting			
13. Eligibility meeting set with parents and team, within 60 days of receipt of consent from parent.			

Parent Referral

Parent requests evaluation >Counselor calls School Psychologist within 2 days	√	Date	Contact
1. Parent requests an evaluation.			
2. Counselor provides Procedural Safeguards and Parents' Bill of Rights to parent within 5 days of parent request and documents on referral packet.			
3. Counselor sends parent their portion of referral packet with instructions for returning completed forms.			
4. Counselor begins compiling existing data for referral packet, with assistance from school nurse (vision, hearing, health), teachers (academic, behavior, cognition, motor, language, speech, assistive technology, interventions) and cumulative records (grades, standardized test scores, discipline record, outside evaluations, medical reports, etc.).			
5. Counselor and School Psychologist review referral packet within 3 weeks of parent request and determine if a suspicion of a disability requiring special education and related services is present in documentation.			
6. If suspicion exists , School Psychologist completes Review of Existing Data and attempts Notice of Action-Consent with parent within 30 days of parent request (in person or by mail).			
7. Eligibility meeting set with parent and team within 60 days of receipt of consent from parent.			
8. If no suspicion exists to suggest a disability, School Psychologist sends Notice of Action-Refused to parent within 30 days of parent request documenting decision.			
9. School psychologist contacts parent by phone, where possible, to explain decision.			
10. If insufficient information exists to suggest a suspicion of a disability, School Psychologist sends Notice of Action-Refused.			
11. Counselor refers case in #10 to Building Level Team for additional information about problem behavior or skill deficit.			
12. School psychologist contacts parent by phone, where possible, to explain decision.			