Special Education Referral Process

Identification

• I suspect my student/child has a disability that may impact his/her ability to learn. What should I do?

Child Study Team (CST)

- The first step is to refer student to your school's Child Study Team (CST).
- CST collects data: Assessments, Attendance, Mobility, Age, Previous Retentions, Previous Level of Support, Language, Hearing/Vision and 45 day screen.
- CST creates a scientific researched plan with a 4-6 week progress monitored plan.
- CST decides if an additional evaluation is necessary.

Permission to Evaluate

- Principal sends complete CST information packet to Special Education Department (Waxler).
- SPED sets up a Multidisciplinary Education Team (MET) 1 meeting with school and parent to review CST information.
- Participants must include: LEA/Admin, SPED teacher, Gen Ed Teacher and Parent.
- Parent signs permission to evaluate.

60 Days

30 Days

Evaluation and Eligibilty

- Once student is evaluated, Special Education Department will set up a MET 2 meeting to determine eligibility.
- Student must be evaluated and team determines eligibility within 60 days of receiving parent's written consent.

IEP

- Student IEP is developed using the MET 2 information. Team meets and signs within 30 days of Eligibility.
- Goals are based on AZCCRS and Scientific Researched Base strategies.
- Goals and accommodations are related to eligibility /disability.
- Participants must include: LEA/Admin, SPED teacher, Gen Ed Teacher and Parent.

Progress

 Progress of goals are monitored and documented using daily and/or weekly data collection tools. Progess is also reported to parents at least quarterly. ESY data is collected prior to and after significant breaks. Copies of progress reports are sent home and to the SPED department at the end of each quarter.

Report

- A 3 Year Review of Existing Data (RED) MET 1 Meeting will be scheduled by SPED department 60 days prior to a student's 3 Year RED date.
- Teacher Input will be sent to Gen Ed and SPED teacher by SPED department (Waxler). Please return via email withing five days.
- At meeting, MET will determine if additional evaluation is necessary.
- If not necessary, MET will sign and determine eligibility. IEP meeting will be developed, scheduled and signed within 30 days.
- If yes, MET will get parent permission to evaluation and will start the 60 days evaluation process with a MET 2 an IEP follow up using the same timelines.

3 Year Review of Existing Data