

POLICY #12

HENRY-STARK COUNTIES SPECIAL EDUCATION DISTRICT

REFERRAL FOR CASE STUDY EVALUATION

The Referral for Special Services form shall be used in referring children to Special Education when a child is identified through the screening process, or exhibits problems which interfere with the child's educational progress and/or adjustment to the educational setting, or when there is a reason to believe that a child may require special education services.

Referral may be made by school district personnel, parents/guardians, community agencies or other persons having knowledge of the child and his/her problems. The referral may be made to the local school district or the Henry-Stark Counties Special Education District.

Each school district in cooperation with the Henry-Stark Counties Special Education District shall make known on a yearly basis, the procedures by which a case study evaluation of a child may be requested. The procedures will be disseminated by the Henry-Stark Counties Special Education District to the local district and posted within each school attendance center.

All administrative and teaching staff located in attendance centers within the Henry-Stark Counties Special Education District shall receive a copy or have building access to the Special Services Case Study Evaluation Referral form.

Upon the attendance center administrative person receiving the Special Services Case Study Evaluation Referral form from teachers, parents/guardians, community agencies or other persons having knowledge of the child, contact will be made to the Henry-Stark Counties Special Education District.

One or more conferences of school personnel and the parents/guardian should be held over a period of time to review intervention strategies implemented prior to the submission of a referral.

If a referral is found to be needed, a conference will be scheduled to include the referring party, the building principal, the parent, and the Coordinator of Special Education.

The local school district and the Henry-Stark Counties Special Education District shall be responsible for determining the appropriateness of the referral, and deciding what further action should be taken at this conference.

If the Special Services Case Study Evaluation Referral form is determined to be appropriate, the following procedural steps will be followed:

- 1) Date and signature of parent/guardian will be received on the Special Services Case Study Evaluation Referral form. Please note that this signature is required and shall be obtained following the referring party and building principal signature.
- 2) The Consent For Case Study Evaluation shall be completed and explained to the parent/guardian. The Assurances on page two will be explained and signed by the parent/guardian and Coordinator of Special Education.

The parent/guardian shall receive a copy of the following:

- a) Special Services Case Study Evaluation Referral form
 - b) Case Study Evaluation Instruments
 - c) Parent Rights and Responsibilities
- 3) The Authorization For Exchange of Confidential Information form shall be signed by the parent/guardian if deemed necessary.

Article IX of the Rules and Regulations to Govern the Administration and Operation of Special Education shall be followed in the completion of the comprehensive case study evaluation.

In the exception that the attendance center can not evoke a response from the parent/guardian for the initial conference to determine the appropriateness of the Special Services Case Study Evaluation Referral form, after all local attempts have been exhausted, such as a home visit by the building principal, the following procedure is recommended:

- 1) The Henry-Stark Counties Special Education District School Social Worker will make a home visit to solicit the parent(s)/guardian to attend the school conference.
- 2) The Henry-Stark Counties Special Education District School Social Worker will have available the Consent For Case Study Evaluation. If the parent refuses to attend the school conference and further refuses to provide consent for a case study evaluation, a request to the parent will be made to sign their denial on the Consent For Case Study Evaluation.

Article X of the Rules and Regulations to Govern the Administration and Operation of Special Education shall be recommended to the District in the completion of the comprehensive case study evaluation.

Approved 11/29/83