



# Special Education Referral Process

Los Angeles Unified School District  
Division of Special Education



# Objectives

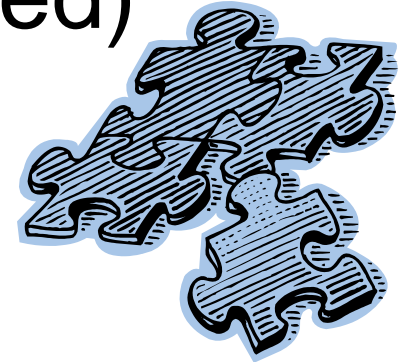
- Review purpose of the District's *Special Education Policies and Procedures Manual* (PPM)
- Learn about Search and Serve
- Know purpose of Student Success Team (SST)
- Become familiar with referral process for special education

# Search and Serve

- Also known as Child Find
- District has Search and Serve responsibilities for:
  - Infants -- birth to 3 years (in very specific circumstances)
  - Preschool children -- 3 to 5 years
  - School Age students -- 5 to 22 years
  - Students in private schools



# Search and Serve (continued)



## ■ Schools must

- Distribute *Are You Puzzled by Your Child's Special Needs?* brochure at beginning of school year to all students to take home
- Identify students with disabilities and promptly provide appropriate services
- Implement procedures for referring students who may require special services

# Search and Serve (continued)

- Schools must maintain and make available to parents upon request:
  - *Are You Puzzled by Your Child's Special Needs? brochure*
  - Student Enrollment Form
  - Request for Special Education Assessment Form
  - *A Parent's Guide to Special Education (Including Procedural Rights and Safeguards)*

# Search and Serve (continued)



- Schools must identify and promptly serve students enrolling in school who require special services
  - Assist parents with Student Enrollment Form
  - Review Student Enrollment Form, Section 10
  - View IEP in Welligent
  - View Section 504 Plan, if applicable
  - Follow procedures in PPM for out-of-district students



# Referral for Special Education

- California Education Code, Section 56303
  - A pupil shall be referred for special educational instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized.
  
- Student Success Team (SST)
  - Utilize school's Student Success Team to address regular education program resources for student

# Referral for Special Education (continued)

- Student Success Team

- Clarifies student's challenges
- Documents intervention strategies
- Coordinates intervention services
- Documents effectiveness of intervention strategies and services



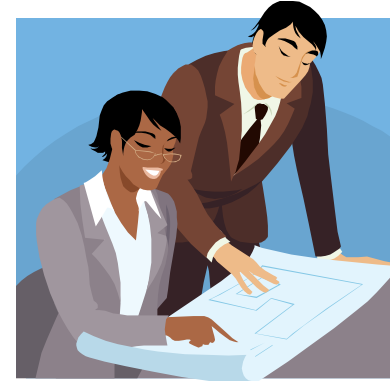


# Referral for Special Education

## (continued)

- Any person may make formal request for special education assessment
  - Request must be in writing
  - Use *Request for Special Education Assessment* form
  - Determine if accommodations or modifications were implemented
  - Determine if requestor wishes to postpone request until accommodations or modifications have been implemented and results evaluated
  - Develop and provide Special Education Assessment Plan to parents within 15 days of request, if requestor does not wish to postpone

# Referral for Special Education (continued)



- School staff should be knowledgeable of referral process and how to access forms
- Administrator/designee should assist parent in completing forms

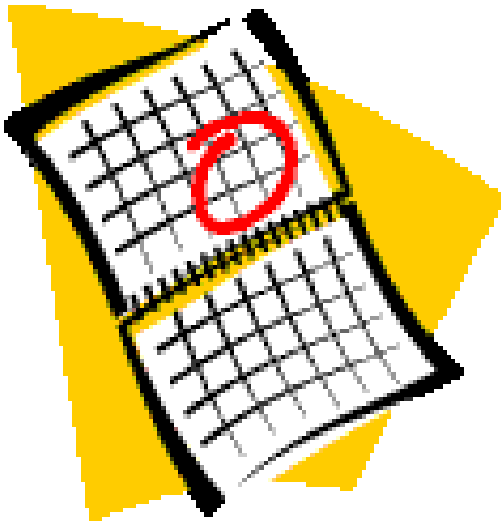


# Referral for Special Education (continued)

- Develop assessment plan in Welligent
  - In cooperation with student's teachers and other appropriate staff
  
- Provide assessment plan to parent for consent
  - Must be provided in parent's home language

# Referral for Special Education (continued)

- If parent consents to assessment plan, all assessment must be completed and IEP meeting held within 60 days after signed assessment plan is received by school



# Referral Process

- Question

If a parent requests an assessment for special education, can the development of the assessment plan be delayed until the student's issues have been reviewed by the Student Success Team?



# Referral Process

- Answer

No. An assessment plan must be provided to the parent within 15 calendar days following a written request by the parent for special education assessment.

