samegoal

Initial Referral

If a child is suspected to have a disability, they may be referred to special education.

Referral

Typically a general education teacher or parent initiates the referral and special education staff will fill out the referral based on what they hear, but if the referring party is someone with SameGoal access, they may fill out the referral themself.

Steps *To initiate a referral for special education:*

1. Create a **Referral for Initial Evaluation**.
2. Provide a reason for the referral.
    - Supporting documents may be added as an attachment.
3. The referring party should sign and date the document.
4. Share the document with the receiving party.
    - Transfer document ownership to this person if future deadlines should be assigned to them.
5. The receiving party should sign and date the document.
6. Complete the document.

Evaluation

Steps *To evaluate a student for special education:*

1. Before evaluating the student, create an **Assessment Plan**.
2. Fill out the **Notice** section.
    - This assessment will be used to inform: **Whether the child needs or continues to need special education and/or related services**.
    - Explanation of why the local education agency proposes assessment: **Initial assessment**.
3. Identify areas of assessment and provide a description of each assessment procedure along with who is responsible for each assessment area.
4. Share the document with the parents (along with a copy of the Notice of Procedural safeguards) so they may give their consent for their child to be evaluated.
5. Once the parents respond, fill out the Date District Received field.
6. Mark the document complete.
7. Once the parents consent to an evaluation, create an **Assessment Report**.
8. Select an evaluation type of **Initial**.
9. There are two ways to use this document:
    - Share the document with the evaluation team and have all team members document their assessment. Click **add Individual Evaluator's Assessment** for each area of assessment. These evaluations may be standardized with district bank values.
    - Document assessments elsewhere and upload each assessment as an attachment.
10. Summarize the results and make an eligibility determination.
    - Add recommendations for low incidence disability as relevant.
11. Provide assurances and add signatures.
12. Mark the document complete.

Plan

If the evaluation team determines that the pupil may need special education and related services, an IEP should be developed.

Steps *To develop an initial IEP:*

1. Create a **Notice of IEP Team Meeting**.
2. Provide meeting details.
3. The purpose of the meeting should include **To determine eligibility for special education services** or **To develop, review, and/or revise the student's IEP**.
4. Share the document with the parents so they may respond with their plans to attend.
5. Mark the document complete.
6. **Individualized Education Program**.
7. Select **Initial** as the meeting type.
8. Provide relevant dates.
    - Next Annual IEP should be due in 1 year.
    - Next Evaluation should be due in 3 years.
9. Fill out the IEP.
    - For an initial IEP, you'll need fill out the **Initial Placement information** section.
10. Share the document with the parents (along with a copy of the Notice of Procedural safeguards) and meet to review the plan.
11. Add signatures and have the parents fill out the consent section.
12. Mark the document complete.

An annual plan review will need to be conducted the following year.