samegoal

Referral to Special Education

If a child who is receiving interventions through SST is suspected to have a disability, they may be referred to special education.

Steps *To initiate a referral for special education:*

Referrer:

1. Create a **Referral for Special Education and Related Services** document.
2. Enter referral information.
3. Share the document with the district or campus-designated special education staff member responsible for processing referrals and assign them as the owner.
4. This staff member will receive a notification that the referral has been shared with them.

Special education staff member:

1. Review referral information.
2. Complete the **For District Use Only** section.
3. Mark the document complete.

The student will have a new programs timeline event indicating "Eligibility Review" effective **Date received**.

Tip If your district uses a third-party application for special education, this program status will end effective **Date assessment plan due (15 days)** in SameGoal. Additionally, if you have an alerts & document viewer integration configured with your student information system (SIS) or another application, a special education referral alert will appear in that system for the same duration of time as in SameGoal.