# Guide to Completing Referrals Revised 2/2012

**Permission to Screen**

A. All areas relevant to concerns of the referral should be marked to screen. Principal should contact the school psychologist or director of special education.

B. Parent or legal guardian must sign the document.

C. Within 3 school days of receiving signed permission to screen, the general education teacher should give the screening form to the principal to forward to the school psychologist, speech/language pathologist, and/or other appropriate staff.

D. School Psychologist will complete the screening and return at least a one-page write-up to the principal within 10 school days. The report will indicate whether to continue with the referral (see steps below) or whether to simply continue with RTI for the student, sharing any possible changes with the grade level team/interventionist/coach; **student can be re-screened any time**.

**I.** Parents, guardians, or district employees may initiate a referral by giving a written, signed, and dated statement to the student’s general education teacher who will then give it to the principal.

**II.** The general/special education teacher(s) is responsible for completing the information in the referral folder as a team effort.

**III.** Completed referral folders include the following:

**1.** **Determination of Student Representative for Educational Decisions**

A. Principal must sign this document.

B. Include a copy of the birth certificate or legal documentation of guardianship.

**2.** **Record of Parent Contacts**

A. Document all verbal, written, or other contacts with parents.

**3.** **Referral Paperwork** (in the drop down create a document on IC)

I. Major Areas of Concern (based on reason of referral)

a. Check all areas of concern.

II. Historical Data (from cumulative file)

a. Include public school attendance patterns,

b. schools presently and previously attending,

c. previous evaluations, and

d. discipline reports, progress reports, and current grades

III. Current Status (based on classroom observations and experience with student)

a. Rank ALL items using scale (1-4) listed on form.

IV. Screenings (from cumulative file)

a. Vision Screening - if older than 1 year, check “Vision” on screening permission form.

b. Hearing Screening – if older than 1 year, check “Hearing” on screening permission form.

c. Communication Screening – if older than 1 year, check “Communication” on screening form.

d. Academic/Cognitive Screenings - copy front and back of all past end-of-year testing information from cumulative file.

V. Documentation of Parent Contacts – complete form.

VI. Intervention Documentation – complete form.

**5.** **Support and Intervention Strategies**

A. Complete each area of referral concern.

## Time Line from Initiation of Referral Revised 5/2013

1. A parent, guardian, or district employee initiates the referral process by giving a written, signed, and dated statement to the student’s general education teacher.

2. Within 3-school-days of referral initiation, chairperson must meet with general education teacher as needed to assist with completion of information in referral folder.

3. The “Permission to Screen” form should be sent to parent or guardian within approximately 3-school-days of referral initiation if a screening has not already been completed in the pre-referral process. Screening results will be reviewed by the RtI team to determine any modifications to the interventions being provided and whether student’s progress is on track or significantly below.

4. Within (approximately 1-2 school days)\* of receiving completed referral folder, chairperson should forward screening information to the school psychologist, speech/language pathologist, and other appropriate staff.

5. The school psychologist, speech/language pathologist, and other appropriate staff have 7-school-days to complete screenings and return results to chairperson.

6. Within 24 hours of receiving screening results, chairperson should check all information for completeness, sign the referral, and have case managers send notice of ARC meeting to appropriate individuals.

7. If the ARC recommends an evaluation, school personnel have 60-school-days to complete it from day signed consent to evaluate is given (see KCMP process from timelines posted on district webpage), 20 days for school, 45 days school psych, 60 days to ARC.

8. Once evaluation report is complete and a copy is given to the building principal, notice of ARC to discuss evaluation results must be sent to parents within 2 days.

\*The entire referral process from initiation of signed written statement to notice of ARC meeting to discuss referral should not exceed 14 school days.

## Responsibilities

1. **Parent:** may make referral, helps complete information in referral folder, and attends all ARC meetings

2. **General Education Teacher:** may make referral, assists in completion of information in referral folder, and attends all ARC meetings

3. **Resource Teacher:** may make referral, assists with completion of referral folder, schedules and sends out notices of ARC meetings, attends all ARC meetings, and takes minutes of ARC meetings

4. **Chairperson:** guides referral process, assists with completion of referral folder, forwards screening information and contents of referral to appropriate individuals, and attends all ARC meetings

5. **Principal:** Accepts referrals, initiates screening or referrals. Tracks referral and evaluation timelines. Ensures all RtI documentation and process are in order.

6. **School Psychologist:** assists with completion of screening information, assists school teams with planning and programming for interventions, and attends ARC meetings with all concerns other than communication

7. **Speech/Language Pathologist:** assists with completion of screening information in referral folder and attends ARC meetings with concerns regarding communication

8. **Instructional Coach:** assists in gathering screening and/or referral information, assists in planning and programming for interventions, contributes to ARC meetings, as needed.