

# Memo

**TO:** Principals, School Intervention Team Coordinators  
**FROM:** Jane Morrow, Lead School Psychologist  
**CC:** Dr. Kevin O’Gorman, Associate Superintendent for Instruction; Sal Minolfo, Director of Special Programs; Sonya Colvin, Rtl Coordinator; School Psychologists  
**DATE:** 2-17-10  
**SUBJECT:** Referrals for special education evaluations

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Attached are two checklists to use when preparing packets for special education referrals. One is for use when interventions are implemented and documented prior to a referral for a special education evaluation, and one is for use when interventions are developed and implemented at the time of the evaluation planning meeting.

Also attached is a new form titled “Intake for Parent Request for Assistance.” This form takes the place of forms 206 “Acknowledgement of Receipt of Initial Referral for Special Education Evaluation” and 208 “Parent Referral for Evaluation.” The new form must be used, from this point forward, any time a parent requests a special education evaluation or services but may also be used as documentation of a parent request for intervention through the SIT. In schools, this form should be completed by an administrator or SIT coordinator while interviewing a parent; the form is not designed to be given to the parent to complete. Please make sure you read the second page of the form before using it for the first time. The second page is used to verify that you have discussed all options with the parent, documented their decision, and informed them of what will happen next. It is important to note that not all children referred by parents will be evaluated; if there is no documentation to indicate that there is reason to suspect a disability, the referral can be rejected.

While I had the opportunity, I wanted to also share with you a copy of the “Criteria for Entry into Programs of Special Education for Students with Disabilities.” These are state regulations that define each disability, specify the required evaluation components, and specify the eligibility criteria.

Your school psychologist is available to answer questions regarding forms and the evaluation process. If you would also like to request a formal training on referrals and/or the evaluation process, please contact Sal Minolfo or me at 641-2621.

(Memo approved by Superintendent’s Cabinet on 3-1-10)