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SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

SWWC

Education & Administrative Resources

Referral Procedures for Nonpublic Special Education Evaluations

**“Coming together
is a beginning.**

**Keeping together
is progress.**

**Working together
is success.”**

Henry Ford

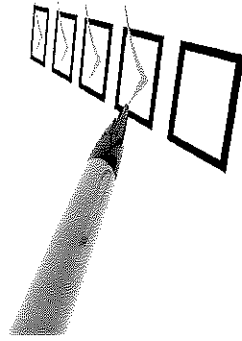
The purpose of this brochure is to outline the referral process to be used when a parent or private school teacher suspects that a student between the ages birth through 21 may have a disability and is in need of special education and related services.

What is Special Education?

In Minnesota, students are provided special education services when they qualify as having a disability based on criteria set by the state and are determined by an educational team to have a need for special education. To determine if a child has a disability and is in need of special education, public schools must first conduct an educational evaluation.

In Minnesota, students may qualify for special education services in the following areas:

- Autism Spectrum Disorder (ASD)
- Deaf-Blind (DB)
- Deaf and Hard of Hearing (DHH)
- Developmental Cognitive Disability, Mild-to-Moderate or Moderate-to-Severe (DCD-MM, DCD-SP)
- Developmental Delay (DD)
- Emotional or Behavior Disorders (EBD)
- Other Health Disabilities (OHD)
- Physically Impaired (PI)
- Severely Multiply Impaired (SMI)
- Specific Learning Disabilities (SLD)
- Traumatic Brain Injury (TBI)
- Visually Impaired (VI)
- Speech or Language Impairments



Referral Process Checklist

- ✓ There is an educational concern
- ✓ Parent and teacher discuss concern
- ✓ Gather information on student performance (grades, state test scores)
- ✓ Interventions are determined and implemented for students kindergarten through 21
- ✓ If concerns continue after interventions, refer to special education services
- ✓ The public school child study team (CST) discusses information and determines if an evaluation is needed
- ✓ If needed, a team meeting is scheduled to develop an evaluation plan
- ✓ The evaluation plan is shared with parents for their written consent
- ✓ The public school completes the evaluation within 30 public school days
- ✓ Once the evaluation is complete, the team meets again to determine eligibility for special education services
- ✓ If a student meets initial criteria for special education a case manager will work with the student, parents, and public school staff to develop an Individualized Services Plan (ISP)
- ✓ If a student does not meet initial criteria for special education the CST will meet with parents and relevant nonpublic school staff to discuss general educational recommendations based on the evaluation results