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EVALUATION OF STUDENT REFERRAL TO SPECIAL EDUCATION  
(PPS-P003)  
MILFORD PUBLIC SCHOOL DISTRICT

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**1.0 SCOPE:**

- 1.1 This outlines the process followed by the Special Education Evaluation team to determine whether a student who has been referred to the Special Education Department is a candidate for services from that Department.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

**2.0 RESPONSIBILITY:**

- 2.1 Director of Pupil Personnel Services, Supervisors of Special Education, and periodically-CST

*Authorized Signature on File*

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Signature Date

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Pupil Personnel Services

**4.0 DEFINITIONS:**

- 4.1 CST – Child Study Team. The building Child Study Team may include School Social Worker and/or School Counselor, General Education Teachers, School Psychologist, Special Education Teachers and appropriate building staff members.
- 4.2 PPT – Planning and Placement Team may include Parent(s), Speech and Language Pathologist, Physical Therapist, Occupational Therapist, School Psychologist, School Administrator, School Social Worker, Reading Teacher, General Education Teacher, School Nurse, appropriate Special Education staff and any student who is 13 years old and over.
- 4.3 IEP – Individualized Education Plan
- 4.4 IEE – Independent Educational Evaluation
- 4.5 Due Process – A procedure parents may initiate in order to resolve a disagreement regarding their child’s educational plan.

**5.0 PROCEDURE:**

- 5.1 Student is a candidate for initial evaluation as agreed upon by PPT members at the initial meeting.
- 5.1.1 Building CST notifies building Pupil Personnel staff that a child has been referred for a special education evaluation.
- 5.1.2 Notice of referral to Special Education is sent to parents by the school.
- 5.1.3 Notice includes procedural safeguards and are sent to parent.
- 5.1.4 Parents are contacted to attend an initial PPT to review referral notice.
- 5.1.5 At the initial PPT meeting the team makes a decision if the student should be evaluated for special education.

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- 5.2 PPT makes decision to accept student for initial evaluation.
  - 5.2.1 If student qualifies for initial evaluation, parent is asked to sign notice and Consent to conduct initial evaluation. Appropriate staff members at the student's building are also notified.
- 5.3 Parent signs Consent Form.
  - 5.3.1 If parent refuses consent, team must decide whether to file for a Due Process Hearing. See related procedure.
  - 5.3.2 If parent signs Consent Form granting permission for initial assessment, the PPT will evaluate the student within 45 days.
- 5.4 The PPT determines which assessment tools/procedures will be used for the evaluation within 45 school days.
  - 5.4.1 The PPT members complete their assessments.
  - 5.4.2 The PPT meets again before the end of the 45 school day period to review individual assessment outcomes and make a decision on whether the student qualifies for special education services.
  - 5.4.3 The PPT Coordinator completes the IEP and provides copies to the parents, school and Pupil Personnel office.
  - 5.4.4 For qualifying students, parents are required to sign a Consent for Special Education Placement.
  - 5.4.5 If child does not qualify -
    - 5.4.5.1 Parents and CST notified
    - 5.4.5.2 Interventions are provided through general education or recommendations are provided and students are returned to general education.
    - 5.4.5.3 Parents may request an IEE.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Referral
- 6.2 Notice of Planning and Placement Team invitations
- 6.3 Multi-disciplinary Evaluation report
- 6.4 Least Restrictive Environment checklist
- 6.5 Procedural Safeguards
- 6.6 Consent for Special Education Placement

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**7.0 RECORD RETENTION TABLE:**

\*NOTE: Special Education files the original evaluation, the latest evaluation, and the latest Individualized Education Plan. The documents listed here are included in this.

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents in 6.0 above	Special Education Cumulative File at Central Office	According to state and federal guidelines; seven years after student's twenty-first birthday	Shred	Stored in one location; fireproof

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
02/03/2005	A	Initial Release

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