

District Special Education Referral Process

Below are the steps that have to be completed in order to process both teacher and/or parent referrals. Teacher referrals will typically begin with a basic ATM meeting and then will proceed to a Follow-Up ATM (Pre-referral meeting). Parent referrals will go straight to a Pre-Referral meeting. All referrals will be processed in accordance with state and federal guidelines. Below you will find the steps to completing a referral in the Dayton Independent Schools.

707 KAR 1:300. Child find, evaluation, and reevaluation.

Section 3. Referral System. (1) An LEA shall have a referral system that explains how referrals from district or nondistrict sources will be accepted and acted upon in a timely manner. (2) The referral system shall be conducted in such a manner as to prevent inappropriate over identification or disproportionate representation by race and ethnicity of children in special education by ensuring that each child has been provided appropriate instruction and intervention services prior to referral.

(3) The LEA shall ensure that:

(a) Prior to, or as a part of the referral process, the child is provided appropriate, relevant research-based instruction and intervention services in regular education settings, with the instruction provided by qualified personnel; and (b) Data-based documentation of repeated assessments of achievement or measures of behavior is collected and evaluated at reasonable intervals, reflecting systematic assessment of student progress during instruction, the results of which were provided to the child's parents. (4) If the child has not made adequate progress after an appropriate period of time during which the conditions in subsection (3) of this section have been implemented, a referral for an evaluation to determine if the child needs special education and related services shall be considered.

1. Teacher Referral for New Student;

Step 1: If you have concerns regarding a student's progress, please contact building level administration. Building level administration will be responsible for designating someone to set up a pre-referral meeting (follow-up ATM at LES).

Step 2: A Follow-Up ATM (or Pre-Referral Meeting) will be schedule to identify the specific areas of concern and the current, specific level of interventions that are being provided to the student.

Step 3: Screenings for health, vision, hearing, speech and language, and motor (if applicable) will be requested.

Step 4: Pre-Referral Packet will be distributed to classroom teacher.

2. *Teacher referral for a student currently placed in Special Education but suspect a disability in a different area;*

Step 1: Contact the student's special education case manager and discuss the concerns. The case manager will be able to look at current specially designed instruction and see if concerns are related to the current disability.

If yes, then proceed with current services. If ARC needs to be scheduled to adjust IEP, case manager will schedule ARC.

If no, contact building level administration and proceed with next steps.

Step 2: A Follow-Up ATM (or Pre-Referral Meeting) will be schedule to identify the specific areas of concern and the current, specific level of interventions that are being provided to the student.

Step 3: Screenings for health, vision, hearing, speech and language, and motor (if applicable) will be requested.

Step 4: Pre-Referral Packet will be distributed to classroom teacher.

3. *Parent Referral: If a parent requests a referral for special education, the referral will be completed in accordance with federal and state guidelines.*

Step 1: Contact Brittney Howell (Director of Special Education) via email;
Brittney.howell@dayton.kyschools.us

Step 2: A Pre-Referral Meeting with the parents and teachers to identify the specific areas of concern and the current, specific level of interventions that are being provided to the student.

Step 3: Screenings for health, vision, hearing, speech and language, and motor (if applicable) will be requested.

Step 4: Pre-Referral Packet will be distributed to classroom teacher. Parent pre-referral information will be sent home via parentally preferred means.