

**REFERRAL/REQUEST FOR ASSESSMENT FOR SPECIAL EDUCATION SERVICES**

**DATE:**

**DELIVERED VIA:**     \_\_\_ Fax           \_\_\_ Registered Mail           \_\_\_ In person

**FROM:**

Parent/Guardian Name(s):

Street Address:

City/State/Zip:

Telephone Number(s):

E-mail (if applicable):

**TO:**

Mr/Ms/Dr:

Director of Special Education

School District Name:

District Street Address:

City/State/Zip:

Telephone Number (if known):

Fax Number (if known):

E-mail (if known):

**ON BEHALF OF:**

Child/Student Name:

Student Birth Date:

Student School:

My child has not been functioning well in school and I am concerned about my child's educational progress. I am writing to make a parent referral for assessment for special education services as allowed under the Child Find obligations of the Individuals with Disabilities Act (IDEA) and California Education Code Secs. 56029, 56301, 56302, and 56321(a) and 5 California Code of Regulations (C.C.R.) Sec. 3021. My child may be eligible for special education assistance. I am requesting that my child be given a comprehensive assessment by the school district in all areas of suspected disability, and that an IEP meeting be scheduled.

Below are some of my concerns related to my child's educational progress, and information about my child's known and/or suspected disabilities:

***[List or describe concerns here related to the child's suspected and/or known disabilities and adverse educational performance impact, which may include any of these, for example: academic performance, learning challenges, health impacts, memory, psychological processing, social, behavioral, expressive or receptive communication, social skills, fine and gross motor, mental health, or other areas of concern.]***

As part of the assessment process, I also request that my child be assessed under Section 504 of the Rehabilitation Act of 1973 to determine whether he should be identified as handicapped pursuant to that law and to determine what, if any, accommodations might be required in his educational program in the event

that he does not qualify for special education services, or in addition to special education services. I also request that the school district's 504 Coordinator be present at the IEP meeting to discuss the results and recommendations of assessment.

In addition to the typical school district evaluations, I specifically request that the school district conduct the following evaluations of my child if listed here:

***[List specific evaluations requests here if you have some]***

I understand that Response-to-Intervention (RTI) is now allowed under IDEA 2004 as one evaluative tool that may assist in determining the presence of specific learning disability (SLD) but that, according to the U.S. Department of Education (DOE) Office of Special Education and Programs (OSEP) memo of 1/27/2011, "it would be inconsistent with the evaluation provisions at 34 CFR Sections 300.301-300.111 for an LEA [school district] to reject a referral and delay provision of an initial evaluation on the basis that a child has not participated in an RTI framework," and that the school district has an "obligation to ensure that evaluations of children suspected of having a disability are not delayed or denied because of implementation of an RTI strategy." <http://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/osep11-07rtimemo.pdf>

If the school district asks to conduct a Student Study Team (SST) process in response to my parent referral for IDEA evaluation, I will consider such a request so that my child can receive help and intervention while the IDEA evaluations are ongoing. Understand, however, that if I give my approval for a SST, I will not and do not waive my child's right to comprehensive assessment under the district's "Child Find" mandate.

I understand that schools are required only to "consider" general education interventions before delivering special education services, and that evaluation is not services. I also understand that the school district is not required to "exhaust" general education interventions; that there is no exhaustion standard in IDEA; and that IDEA Child Find requires evaluation when there is suspected disability.

I look forward to receiving an Assessment Plan within 15 calendar days for my review and consent so that evaluations can proceed. If the district refuses to evaluate I expect to receive Prior Written Notice (PWN) that meets the requirements of the IDEA. I look forward to evaluations being completed promptly and an IEP meeting held, at a mutually agreeable time and place, within 60 calendar days of my consent to the Assessment Plan, to discuss results and plan for my child's supported education.

Please ensure that we schedule an IEP meeting to ensure that I receive copies of all assessment reports at least 5 business days before the IEP meeting that will be scheduled to discuss them so that I will have adequate time to review and prepare any questions or parent concerns I may have for the IEP team.

Sincerely,

[signature]

Parent/Guardian Name

Copies to: ***[School Principal and other members of child's educational team as needed]***

Enclosed: ***[list attachments to this letter you may want to include to help the district understand child's suspected disabilities, needs, diagnoses and/or disability(ies) if known]***