

The Ranches Academy Referral Procedure

1. When parent(s), adult student, or school staff member suspects a student may have a disability, the following referral procedure is implemented:
 - a. Teachers document results of classroom instruction and intervention and implement pre-referral interventions and provide documentation of the results to a Student Success Team (SST), includes a general education teacher. Note: Pre-referral interventions or a Response to Intervention system are not used to delay an evaluation for eligibility when a staff member or parent(s) or adult student requests an evaluation.
 - b. The person making the referral/request for initial evaluation completes and signs a referral form. If school personnel are making the referral, documentation of contacts with the parents about the concerns regarding the student's educational performance is attached.
 - c. The referral form is given to the Special Education Director, who reviews existing data (including results of any interventions attempted and Student Success Team recommendations) on the student and determines if the referral should go forward for a full evaluation.
 - (1) If it is decided that the evaluation should take place, the Director assigns The Special Education Director to oversee/conduct the evaluation, including obtaining the parental consent.
 - (2) If the referral is not going to result in a full evaluation, the Special Education Director sends the parent a Written Prior Notice of Refusal to take the action of conducting an evaluation.
 - d. The Ranches Academy responds to each request for evaluation within a reasonable timeframe.