

# Golf School District 67

## Special Education Process

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- **Step 1: Referral** – A referral is a formal request that a child be evaluated for eligibility to receive special education. A school professional or a parent may make a referral if a disability is suspected that affects a child's ability to perform at school. A referral is typically made after various forms of intervention have been utilized and documented through the Response to Intervention model.
- **Step 2: Evaluation** – Once a child has been referred for an evaluation a domains meeting will take place where parent consent is provided. If parents' consent to the evaluation process, the school has 60 school days in which the evaluation must be completed. The evaluation is the collection of information from formal and informal assessments of the student, records, observations and interviews. The information obtained through the evaluation will be used to make key educational decisions for the child. A re-evaluation can occur at least every three years.
- **Step 3: Eligibility Conference** – Upon completion of the evaluation, the parents will meet with a team of qualified professionals to interpret the evaluation data. Parents will be notified of the scheduled time, date, and purpose of the meeting at least 10 days in advance. At the conference, it will be determined if the child has a disability, if the disability is having an adverse impact on the child's education, and whether special education services are needed.
- **Step 4: Individualized Education Program** – If the child is eligible for special education services, an Individualized Education Program (IEP) will be developed that will include specific goals and objectives that address the individual child's strengths and needs. At the IEP meeting, the team will determine the appropriate special education services and educational environment for the child.
- **Step 5: Annual Review** – The special education team will meet annually to review the current IEP, discuss the child's progress, and develop new goals and objectives. Although the team will meet at least once per year for an annual review, parents may request a meeting at any time to discuss IEP goals, progress and/or concerns.