

**TULARE COUNTY/DISTRICT SELPA    POLICY # 8021**

**STUDENT IDENTIFICATION –  
REFERRAL –FOR ASSESSMENT**

**Adopted:            9/13/00**

**Revised:            5/13/2020**

## **Documentation of Referrals**

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A referral for assessment means any written request for assessment to identify an individual with exceptional needs made by any of the following:

- A parent/guardian of the individual.
- a teacher or other service provider of the individual.
- A foster parent of the individual, consistent with the limitations contained in federal law.

All referrals for special education and related services shall initiate the assessment process and shall be documented. When a verbal referral is made, staff of the District, SELPA, or County Office s Education shall offer assistance to the individual making ta request in writing, and shall assist the individual if the individual requests such assistance.

A school referral shall be written and include:

- A brief description for the referral;
- documentation of the resources of the regular education program that have been considered, modified, and when appropriate, the results of intervention. This documentation shall not delay the time-line for completing the assessment plan or assessment.

Written documentation of all referrals for assessments to determine eligibility for special education and related services noting final disposition and recommendation shall be maintained for a period of no less than three years. Such documentation shall include appropriate phone contacts and other informal contacts which might bear on the decision making process.

Uniform procedures shall be established within the Special Education Local Plan Area (SELPA) for written documentation of advance notification of parents/guardians relative to referral. This procedure shall take into consideration individual differences within the SELPA .

**References:**

**EC 56029**

**Title 5 C.C.R. 3010**

**Title 5 C.C.R. 3021**