

<b>TULARE COUNTY/DISTRICT SELPA</b>	<b>POLICY #</b>	<b>7080</b>
<b>STUDENT IDENTIFICATION – RECORDS – SERVICES – MISC. LP</b>	<b>Adopted:</b>	<b>9/13/00</b>
	<b>Revised:</b>	<b>4/12/00</b>

### *Documentation of Referrals*

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Written documentation of all student referrals noting final disposition and recommendation shall be maintained for a period of 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 SELPA for written documentation of advance notification of parents/guardians relative to referral. This procedure shall take into consideration individual differences within the Special Education Local Plan Area.

**References:**