

## **Initial Referral Timeline**

(Section 504 and Special Education)

- When a campus or parent request (verbal or written) to a Local Education Agency (LEA) is received by a **staff member** (i.e., district administrative employee department or director of special education) the **15-school day timeline** starts.
- **Staff member** must notify the Intervention Assistance Team (IAT) liaison of the request within **2 school days** (date, time and specific concerns).
- **IAT liaison** contacts parent within 2 school days to schedule a meeting and provides the parent with a copy of the Procedural Safeguards.
- **IAT liaison** creates the **Request for Evaluation (RFE) Request in EasyIEP**
- **No later than 15<sup>th</sup> school day after the date the district receives the request, the LEA must provide a notice of action to all referrals.** Campus IAT members meet to discuss student's records, data and performance. (IAT liaison, teachers, administrator, LPAC Representative and evaluation staff if needed).
- All evaluators (LSSP, ES, SLP) are required to participate in **Tier 3** IAT meetings pending the referral request.
- The IAT liaison creates the **Request for Evaluation (RFE) Response** in EasyIEP indicating the referral is for **Special Education** or **Section 504**
- **Once the IAT committee determines an evaluation is warranted for Section 504 or Special Education evaluation the following must apply**
  1. **If special education evaluation is warranted**, the IAT liaison ensures completion of Special Education Referral Packet and provide these documents to the appropriate evaluation specialist(s) (i.e., LSSP, ES, SLP).
  2. **If the student is referred for Special Education an Intervention Plan must be completed and/or updated and should be implemented during the evaluation.**
  3. The Evaluation Specialist(s) will contact parent to obtain the informed consent. The informed consent must be obtained **within 5 school** days of receiving notification from IAT liaison and provide Prior Written Notice. **The evaluation specialist must start the Record of Communication with Parent(s) and keep track of all communication and results.**

4. **If Section 504 is warranted for medical**, the Section 504 coordinator will scan and upload referral packet into EasyIEP, obtain consent and proceed with 504 meeting.
  5. If Section 504 is warranted for Dyslexia evaluation to be completed by the campus diagnostician, the Section 504 coordinator will scan and upload referral packet without consent into EasyIEP and notify the campus diagnostician with 5 school days.
  6. The campus diagnostician will **obtain informed consent** for 504 assessment within 5 school days of notification from the IAT liaison.
  7. **If Section 504 is warranted for Dyslexia evaluation to be completed by the Dyslexia department**, the Section 504 coordinator will scan and upload referral packet with consent into EasyIEP and notify the Dyslexia department.
- **If the IAT committee does NOT determine an evaluation is needed:**
    1. Continue with the Intervention Plan
    2. Documentation for reason an evaluation is not warranted is provided to the evaluation specialists. The evaluation specialist completes Prior Written Notice (PWN) in EasyIEP and provided Notice of Procedural Safeguards if special educational was consideration.
    3. The Summary of Response to Request for Evaluation document is finalized and generated by the IAT liaison and given to the evaluator to explain to parent.