

Steps of the Special Education Referral Process

1. The classroom teacher/parent attends the initial **Child Study Team (CST)** meeting to discuss the child's performance in the general education classroom and to find appropriate accommodations/modifications to use in the classroom. The **CST** maintains a log of all attempted accommodations/modifications and the results.
2. The classroom teacher/parent attends the follow-up **Child Study Team (CST)** meeting to review the results of the accommodations/modifications attempted in the general education classroom. The **CST** then recommends referral to the Section 504 Committee or the Special Education Department if the appropriate accommodation/modifications have not been successful.
3. A **Prior Written Notice (PWN)** of the Cedar Unified School District's intent to review existing data for possible evaluation to determine eligibility for special education or Section 504 placement is provided to the parent along with a copy of **Special Education Rights of Parents and Children Under Federal and State Requirements**.
4. After receiving the **CST** referral, a **Multidisciplinary Education Team (MET)** meets to review the existing data provided by the **CST**. The **MET** must include at least one of the child's parents/guardians.
5. After reviewing the existing data, the **MET** determines if there is sufficient information to determine that the child is eligible for special education services or if additional data is needed in order to make that determination.
6. If additional data is needed, the parent will sign permission to gather that information (e.g. evaluations, screenings, observations). The parent is given a **PWN** informing them of the decision to gather additional data in order to determine eligibility for special education services.
7. Within thirty (30) days, the **MET** reviews the additional data and determines eligibility for special education services. The parent is given a **PWN** informing them of the **MET** decision as to the child's eligibility.
8. If the child is determined to be eligible for special education services, the IEP meeting is held within thirty (30) days. Parent signs initial placement statement.
9. Parents provided a copy of the child's IEP and given a **PWN** of the decision to place child in special education for services.
10. Special Education services begin within 10 days of placement