

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**ADMINISTRATIVE REGULATION No. 207.1
PROGRAM**

REFERRAL PROCEDURES

The following procedures have been established for referring students to student special services:

1. A referral form will be completed by the referring individual. The referral will also contain a health history as completed by either the nurse or by the parent, and a signed parental consent for evaluation. Vision and hearing checks are completed by nurse. Other staff members who work with students add other comments. The learning disabilities teacher will do math testing, the remedial reading teacher will do reading testing.
2. The school principal will schedule a conference between the referring person, the classroom teacher (if not the referrer) and anyone working with the student, and a psychologist if desired, before the referral leaves the school building in order to utilize building resources. The conference will be summarized briefly on the referral blank and signed by the principal. Parent signature can be deferred until the conference is completed. When the student's special services report is returned to the principal, it should be reviewed and initialed by all involved.
3. The principal will send all referrals directly to special services and student's evaluation will be completed by the special services staff. Parent conferences will be held by evaluator to review testing. Further conferences will be held in accordance with P. L. 94-142.
4. The referral process will include (where possible): Classroom observation; teacher conferences; evaluation; report to principal and staff; parent conference; and, re-referral to other special services staff members where indicated. Materials and methods for classroom implementation and recommendations will be included where indicated.
5. Emergencies (as designated by school principal) will be accepted at any time and will be handled by special services staff within two school days.
6. At time of registration of new students, the person enrolling the student shall make sure that (a) the student is within the appropriate age range; (b) the parent has designated whether or not the student has been in a special program. If the child has been in a special class or program or is not age-appropriate for the grades, an appointment shall be made with special services for placement.

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7. The district supervisor of special services shall assign at least three to four referrals per week to each staff member, which shall be completed within twenty (20) school days.
8. Re-referrals to other staff members shall be seen within five days of request. Parent conferences may be postponed until a re-referral is completed.
9. No referrals will be accepted after April 1, excepted for new students, first grade and emergencies (or retention as scheduled).
10. Referrals from junior high school and high school will include teacher's progress reports and grades.
11. Referrals from kindergarten teachers about alternative first grade placements should begin by January 15. No kindergarten referrals will be accepted after April 1 except for new students.
12. In cases that require a special education placement into an EMH program, the EMH teachers are required to do an *AAMD at the time of placement. Also, if an AAMD is needed at the time of a re-evaluation the teacher is required to do it.

*AAMD – American Association on Mental Deficiency Adaptive Behavior Scale
Adopted: April 15, 1981