

Prior Written Notice (PWN) of the decision and a copy of the procedural safeguards.

The SAT must invite parents to review recommendations made by the team and to provide feedback to the team about the recommendations.

Within 5 days of the SAT decision to request an initial multidisciplinary evaluation or to conduct an evaluation requested by the parent, Prior Written Notice, Prior Written Notice (PWN) and a copy of the procedural safeguards are provided to the parent and informed parental consent is requested for the evaluation.

The principal, classroom teacher or other designee is responsible for documentation of the date written parental consent for initial evaluation is received and immediately forward all paperwork to the Chief Operational Office for Student Services or designee.

Within 5 days of the SAT decision to refuse a written parent request for initial evaluation, Prior Written Notice (PWN) and a copy of the procedural safeguards are provided to the parent.



#### Policies and Procedures Reference:

West Virginia Department  
of Education

Office of Special Education

Policy 2419, Chapter 2

<http://wvde.state.wv.us/osp/>



Calhoun County Schools

## REFERRAL PROCESS FOR SPECIAL EDUCATION



Chief Operational Officer  
for Student Services

Calhoun County Schools  
540 Alan B. Mollohan Drive  
Mt. Zion, WV 26151

(p) 304-354-7011, Ext. 18  
(f) 304-354-7420

## Referral Process

A parent or any other interested person and/or agency may refer a student who may need special education and related services. Referrals received from outside sources (agencies) are forwarded to the schools' Student Assistance Team (SAT). The county will receive and process these written referrals in accordance with the SAT process described in policy 2419 Section 3.D. for school-aged students. Referrals for preschool aged children or home-schooled students is received and processed by the special education director or designee.

The district must locate, identify and evaluate all students that are suspected of needing special education services who are enrolled by their parents in private, including religious, schools located in the school district. Referrals for private school students are received and processed directly by the Chief Operational Officer for Student Services or designee.



## Screening Process

Screenings must be conducted annually for:

- 1) All students entering kindergarten or preschool; and
- 2) All students entering West Virginia public and private schools for the first time.

Developmental screenings are conducted to determine whether there are problems in the areas of vision, hearing, speech and language.

Calhoun County Schools also conducts developmental screenings for children under compulsory school attendance age upon request of a parent or guardian of a child residing in the district or attending private school within the district.

This developmental screening must be conducted within thirty school days of the written request. The school system is not required to provide screenings to the same child more than once a year. Children who are identified through the screening process should be referred for further testing.

## Procedures for Written Referrals for Special Education Evaluation

When the referral specifically is written for special education multidisciplinary evaluation or a written parent request for initial evaluation, the following procedures are required.

- 1) Within 5 school days of receipt of a written SAT referral for a multidisciplinary evaluation, the appropriate person(s) must be notified of the date, time, location and specific information needed for the meeting.
- 2) Within 10 school days of receipt of the written SAT referral, the SAT must conduct a review of the area(s) of concern. The SAT must collect and analyze available educational data and review previous interventions and make a determination regarding further action.
- 3) The SAT team has the following options:
  - Initiate, continue or modify interventions within a timeline established for the student by the team.
  - Review the effectiveness of the SAT's recommendations with the timeline, the timeline must not go beyond 45 school days.
  - Close the problem-solving process when appropriate based results are warranted.
  - Request initial evaluation where warranted.
  - Written request for initial evaluation, by parent or guardian. The team will determine whether the evaluation will be conducted and proved (continued)