

A Parent's Guide To The Referral And IEP Team Process In School AOS 96

AOS 96 shall refer to the IEP Team all school-age students suspected of having a disability that requires special education and related services. Referrals to the IEP Team may be made by a child's parent, by professional school staff, or by others with knowledge of the child.

A parent may refer his or her child to the IEP Team at any time. A professional staff member shall directly assist the Family in making the referral in writing to the Office of the Special Education.

Any professional employee of the school unit may refer a child to the IEP Team regardless of the results of initial child find activities, but only after completion of any pre-referral intervention process used by the school unit.

Your Child is Referred

What this means is that anyone who knows your child well, including school staff, has made a referral, feeling there is an area(s) of concern(s). These concerns can be academic, behavioral, social, and/or physical. A staff member completes a referral form and passes it on to the Special Education Teacher who forwards it to the Special Education Director.

You Receive Parental Notification

The Special Education Director reviews the completed referral form & either a meeting may be held or a telephone call made to discuss the referral will occur. A letter of Parental Notice of Initial Referral to the IEP Team, Procedural Rights, and a Consent to Conduct Individual Evaluations will be sent home. You will then need to either give your consent or not give your consent to evaluate, sign your name, and send the Consent to Conduct Individual Evaluations back to the Special Education Director.

You Have Given Consent

At this point your child will begin the evaluation process. Evaluation will be completed by at least two people, depending on the types of evaluation(s) needed.

Notification of the IEP Meeting

The evaluations are completed and the Special Education Director sends copies of the evaluations to the parent. A meeting is scheduled and notification of the meeting is sent to the parent informing them of the time, place, location and purpose of the meeting and which will also include the members of the IEP Team and the participants who have been invited.

The IEP Team

The IEP Team meets and upon reviewing evaluation results, the decision is made whether or not your child is eligible for Special Education Services. Each meeting is different, as is each child, therefore eligibility varies from child to child. However, what the IEP Team needs to determine

is if there is a documented disability and is this disability adversely affecting educational performance

Your Child Is Found Eligible

If your child is found eligible for Special Education Services during the IEP meeting, then an Individual Education Program (I.E.P.). The I.E.P. may include:

- a.** present levels of educational performance, what limits performance, and a description of your child's disability
- b.** annual goals that can reasonably be accomplished in a twelve month period
- c.** short term objectives will be included if the child requires an alternative assessment
- d.** a description of the Special Education Services and related services your child will receive, including the amount and duration of each service, the level of service, and the school personnel responsible for providing the service
- e.** the extent your child will participate in regular education
- f.** a summary of any necessary Special Education transportation
- g.** modifications of the Maine Educational Assessment (MEA) and/or NECAP's and a statement will be included explaining what types of assessments will be utilized
- h.** modifications to the regular education program

Once the I.E.P. has been written the team will identify the placement in which the child's educational program can be carried out.

Placement of Your Child

Your signature is required for your child's first placement in Special Education. An IEP team meeting will be held at least once a year to review progress on your child's annual goals and objectives. As before, you will be notified to when the IEP Team will meet.