



STEWART COUNTY SCHOOL SYSTEM

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Mike Craig, Director of Schools

Special Education Parent Referral Process

1. **Parent verbally requests testing**
 - Have parent provide written request to school administrators with a list of concerns. (see attached form)
 - School Administrators send request to Special Ed Supervisor.
2. **Confirmation of receipt of request for testing**
 - Sped Supervisor will contact assessment team. The assessment team will contact the parent within 10 school days to schedule a meeting with parent to discuss evaluation process and get consent for needed assessments determined by the team.
 - Procedural Safeguards are provided and explained to the parent during meeting.
 - Prior Written Notice for consent to evaluate will be provided to parent with all proposed, considered and rejected options for testing.
3. **Consent for Assessment Received**
 - Assessment team has 60 calendar days to complete all assessments and hold an eligibility determination meeting with all team members.
 - Once assessments are complete, eligibility determination meeting is scheduled with invitation sent 10 days prior to meeting unless parent waives 10 day notice.
4. **Eligibility Determination meeting**
 - Assessment team and all team members attend eligibility determination meeting.
 - If student is found eligible to receive special education services, an IEP meeting will be scheduled within 30 days.
 - Invitation to meeting is developed and sent to parent 10 days prior to meeting unless parent waives the 10 day notice.
 - Prior Written Notice for eligibility determination completed by assessment team and provided to parent.
 - Sped Supervisor is notified by email as to who needs to be case manager of IEP if student qualifies.
5. **IEP meeting**
 - IEP meeting is held with all required team members.

- Draft IEP is provided to parent at least 48 hours prior to meeting if parent requests a draft.

5. IEP meeting, cont.

- Case manager reviews the IEP in its entirety with parent and team input.
- Team members sign final document.
- Prior Written Notice is completed with all options proposed, considered, and rejected and provided to parent within 10 days of IEP meeting.

0520-01-09-.06 CHILD FIND.

Authority: T.C.A. §§ 49-10-101, and 49-10-701. Administrative History: Original rule filed June 19, 2001; effective September 2, 2001. Repeal and new rule filed November 30, 2007; effective February 13, 2008

OUR MISSION: QUALITY EDUCATION FOR ALL

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