

## **Referral Process**

The Muhlenberg School District offers many successful regular education interventions, which should be accessed prior to a student being referred for an evaluation to determine eligibility for special education.

### **Elementary**

- Accademic Support Team (AST)
- Learning Lab
- Title I Reading
- Behavior Team
- Guidance Services
- Home and School Visitor Services
- Elementary Student Assistance Program (ESAP)
- Differentiated Instruction
- ESL

### **Middle School**

- Instructional Support Team (IST)
- Behavior Team
- Differentiated Instruction
- Guidance Services
- Student Assistance Program (SAP)
- Home and School Visitor Services
- ESL
- Homework Club

### **High School**

- Student Services Team
- Differentiated Instruction
- Math and Reading Labs
- Guidance Services
- Student Assistance Program (SAP)
- Home and School Visitor Services
- ESL

If a student has not made adequate progress utilizing regular education services, the school may begin the process of referring a student for a Multidisciplinary Team (MDT) Evaluation. Data collected from regular education services and programs is an important component of making a decision to move forward with an MDT Evaluation. Parents are important members of the MDT and an initial evaluation cannot be conducted without parental consent. An MDT Evaluation is a process that involves different types of assessments in a variety of academic, behavioral areas gathered from various sources including parent, regular education teachers, counselors, school psychologists and other school personnel.

Parents may initiate a referral for an MDT Evaluation by sending a letter requesting the assessment to your child's principal or guidance counselor.

Timelines:

- Upon District or parent referrals for a MDT evaluation, the Special Education Department sends the Permission to Evaluate to the parent. The District has 60 school day from the date the signed Permission to Evaluate form is received in the Special Education office to complete the evaluation.
- A copy of the MDT evaluation report will be given to parents and a MDT meeting may be held.
- When the results of a MDT evaluation indicate that a child has a disability and is in need of specially designed instruction, an Individual Education Program (IEP) will be written within 30 calendar days. The IEP is developed at an IEP meeting. Parents are a very important member of an IEP team. Students, ages 16 years of age and older, are also invited to participate in the development of their IEP.
- The District must implement the IEP no later than 10 school days to after the IEP meeting.
- IEPs are reviewed annually. Any IEP team member can ask that the IEP team reconvene to discuss a students program and progress.