

Special Education Department Program Referral Process Flowchart Excluding Interim Placement

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Step 1 **District** Assesses Student

 DOR conducts an initial assessment or reassessment prior to referral to FCSS special education programs (per referral form)

Step 4 FCSS Placement Consideration

Step 2 **District Completes** Referral Packet

• DOR obtains parent consent for referral, completes a referral packet and submits to FCSS Pupil Personnel Services (PPS) Department

packet

Step 3 **FCSS** Reviews **Referral Packet** • FCSS confirms receipt and reviews

• FCSS PPS will notify districts should an incomplete packet be received and request any missing documents. An incomplete packet will be held pending receipt of all required documents which may delay processing.

• Referral is reviewed within 30 days after the completed packet is received

Step 5 District Holds IEP • Student *meets* criteria

o FCSS Sped Principal notifies the district's referring person

o FCSS program staff schedules and conducts observation of student in current placement (if needed)

o FCSS/District coordinates parent/ student site visitation

• Student does not meet criteria • FCSS notifies district and referral process is closed

• District & FCSS agree to move forward with offer of FCSS placement

• District schedules IEP meeting & invites FCSS (Miniumum of a 10 day notice)

• District prepares and holds IEP

• Program options are discussed and full offer of FAPE is made by district

Step 6 Student Attends **FCSS** Program

• Upon parent consent, student is enrolled in FCSS Sped Program

Referral Packet Available online at www.specialeducation.fcoe.org/forms

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