

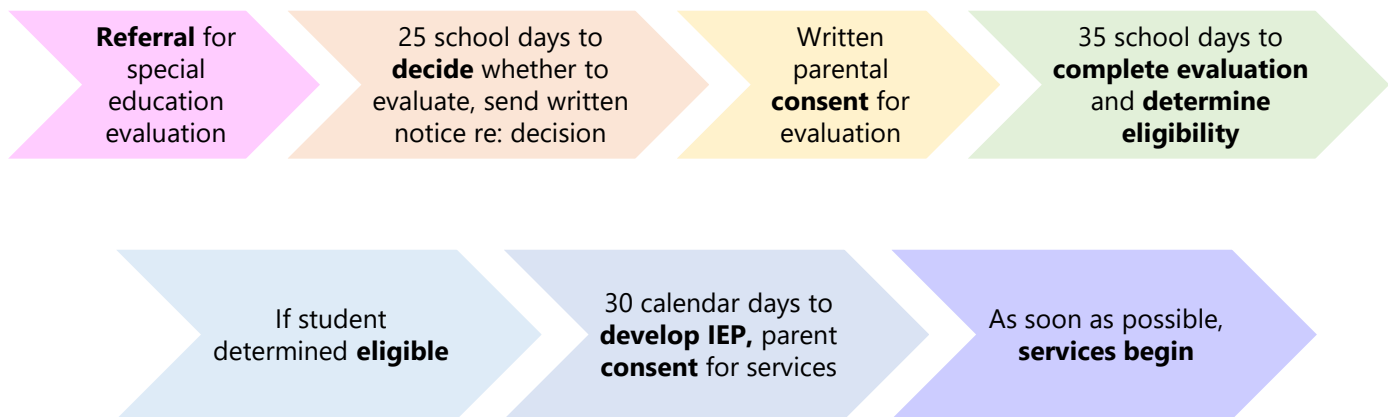
**Purpose**

This form should be used by parents, district staff, public agencies, or other people with information about a student to request a special education evaluation (also called a “special education referral”). The district may follow up a verbal, email, or other written request with a request to complete this form, but may not require the referrer to complete this form prior to considering the student for evaluation. It is important to note that the 25-day timeline described below starts as soon as the written request is received, whether or not this form is used.

**Process**

Once an Arlington Public Schools (APS) staff member receives a written request for evaluation, in any form/format, APS will have 25 school days to review any/all information about the student, including school and medical records and information from parents, to decide whether to evaluate the student for special education eligibility. If APS decides to evaluate, they will obtain written and informed consent from the parent prior to beginning the initial evaluation. Evaluations cannot begin without parent written consent. See below for a timeline flow chart.

**Timelines for Referral, Initial Evaluation, and Initial Individualized Education Program (IEP)**





## Referral for Special Education Evaluation

Date: \_\_\_\_\_

Date received by District: \_\_\_\_\_

I would like to request a special education evaluation for the following student:

Student name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

School name (if in school): \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

My name: \_\_\_\_\_ My relationship to the student: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Language(s) spoken in the home: \_\_\_\_\_

Has this student been evaluated for special education in the past?  Yes  No  I do not know

If yes, when and where was the evaluation? \_\_\_\_\_  I do not know

<b>My concerns for the student are: (check all that apply)</b>	
<b>Academic Concerns</b>	<b>Physical/Behavioral Concerns</b>
<input type="checkbox"/> Reading or understanding what is read <input type="checkbox"/> Writing (putting thoughts/ideas into written words and sentences) <input type="checkbox"/> Math (calculating or problem solving) <input type="checkbox"/> Following directions <input type="checkbox"/> Putting thoughts into spoken words (expressive communication) <input type="checkbox"/> Understanding spoken words (receptive communication) <input type="checkbox"/> Pronouncing words and sounds (articulation)	<input type="checkbox"/> Attention and concentration <input type="checkbox"/> Complying with adult directives <input type="checkbox"/> Easily frustrated <input type="checkbox"/> Extreme mood swings <input type="checkbox"/> Social/peer interaction skills <input type="checkbox"/> Motivational issues <input type="checkbox"/> Physical/motor concerns (e.g., holding a pencil, walking upstairs, bouncing a ball, etc.) <input type="checkbox"/> Adaptive skills (e.g., toileting, hygiene, personal safety skills, managing money, etc.) <input type="checkbox"/> School attendance issues
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

In the sections below, please provide additional information that you would like the district to know. This information is not required, but would be helpful to the district when determining whether to evaluate.

Tell us more about the student. What strengths does the student possess? Where do you see the student struggling?

What has already been tried to help the student? *Examples could include interventions implemented as part of a multi-tiered system of supports (MTSS), Learning Assistance Program (LAP), Title I, etc.*

Support	How did this support help the student?
<input type="checkbox"/> Tutoring	
<input type="checkbox"/> Small group instruction	
<input type="checkbox"/> Behavior plan	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:	

Is there medical or health information about the student that the district should know about? Does the student take any medications or have any diagnosis?

Is there any other information you would like to share? Is there any paperwork or other records you can share?

**For teacher use only.** Please note the most current academic data and level of progress.