

SECTION 23 J

IDENTIFICATION/REFERRAL/ASSESSMENT/PLANNING/IMPLEMENTATION /REVIEW

POLICY

It is the policy of each LEA in the SELPA to develop written agreements with participating districts and partner agencies to ensure a coordinated system for the identification, referral and placement of eligible students.

State Education Code: 56200 (g), 56195.7 (a)

SECTION 23 J

IDENTIFICATION/REFERRAL/ASSESSMENT/PLANNING/IMPLEMENTATION /REVIEW

PROCEDURES

23.A. IDENTIFICATION PROCEDURES FOR INITIATING and PROCESSING REFERRALS OF PUPILS FROM TEACHERS, PARENTS, AGENCIES, APPROPRIATE PROFESSIONAL PERSONS, AND OTHERS

23.A.1. PROCEDURES FOR INITIATING AND PROCESSING REFERRALS

Time line information:

Within fifteen (15) calendar days from the date of referral, the parents must be informed of the referral and the assessment plan completed and sent to the parents.

The parents have fifteen (15) days to sign and return the assessment plan. Parents may be given additional time to arrive at a decision.

For referred students ages 3-21 years, an individualized education program required as a result of an assessment of a student shall be developed within a total time not to exceed *sixty (60)* calendar days, not counting days between school sessions or term days, from the date of receipt of the parent's written consent for assessment, unless the parent agrees, in writing, to an extension. However, such an individualized education program shall be developed within thirty (30) calendar days after the commencement of the subsequent regular school year as determined by each district's school calendar for each student for whom a referral has been made twenty days or less prior to the end of the regular school year (EC 56344).

For students, ages 3 - 21, referred, who are on a year-round-school calendar, time lines will be taken into consideration in the assessment, implementation, and review process.

If the child is an infant (birth through age 2), the time line is 45 calendar days. Within 45 calendar days, evaluation and assessment are completed and an Individual Family Service Plan (IFSP) is developed.

Parents are notified a reasonable period of time in advance of the IEP/IFSP meeting. Notice includes purpose, time, location of meeting, and who will be in attendance.

The IEP/IFSP shall be implemented as soon as possible following its development. In situations where an appropriate placement cannot be made within a few days, a projected date for placement and reason for delay shall be stated in the IEP/IFSP. The parents shall receive a copy of the IEP/IFSP.

The IEP will be reviewed *at a minimum*, annually. *Students placed residentially shall be reviewed every six (6) months.* The IFSP shall be reviewed every six months.

The IEP/IFSP will be reviewed at the request of a parent or teacher or whenever a change of program is indicated, within 30 calendar days.

Every individual with exceptional needs must be assessed at least every three years.

23.B.1. INSTRUCTIONAL PLANNING

Instructional planning for each student identified as an individual with exceptional needs is addressed during the pupils IEP development and review taking into consideration the unique needs of the pupil.

For additional Child Find procedures see CHILD FIND, Section 3 of this Local Plan.

ASSESSMENT PROCEDURES are addressed in section 7 of this local plan.