



## REFERRAL FOR COMPREHENSIVE EDUCATIONAL EVALUATION

The purpose of this form is to assist parents, public agencies, local educational agency (LEA) staff or others in referring a student for a comprehensive educational evaluation. This form also assists the LEA in gathering information on the student to make a determination on conducting a comprehensive educational evaluation to evaluate for special education eligibility. If a parent or other referrer submits a request for an initial evaluation without using this form, the LEA may follow up and request information to complete the form but may not require that it is completed prior to considering the student for an initial evaluation.

### REFERRER INFORMATION

Today's date: \_\_\_\_\_

Printed name of person making referral: \_\_\_\_\_ ☐ Parent ☐ LEA ☐ Other

Has the LEA already received a request for initial evaluation in another format? Yes ☐ No ☐

If yes, date request was received: \_\_\_\_\_

### STUDENT INFORMATION

Student's Name:	Initials:	Birth Date:	Age:	Gender:	Grade:
Parent/Guardian Name:	Parent/Guardian Address:			Home Phone:	
				Work Phone:	
Primary language of the student's home: English: <input type="checkbox"/> Other: _____	School District:			School:	
Interpreter needed: Yes <input type="checkbox"/> No <input type="checkbox"/>				Teacher:	

Has this student been evaluated for special education in the past? Yes ☐ No ☐ I don't know ☐

If yes, please provide when and any additional information regarding that evaluation:

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### SPECIFIC REASONS FOR REFERRAL FOR EVALUATION

It is suspected that the student has a disability which adversely affects the student's educational performance to the degree which requires special education and related services. Why is the student being referred for a comprehensive educational evaluation? Please include specific areas of concern, when possible, e.g. academics, social emotional, behavioral, physical, communication, independence, developmental.

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### CURRENT EDUCATION PROGRAMS (SELECT ALL THAT APPLY)

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|--|--|---|
| <input type="checkbox"/> General Education           | <input type="checkbox"/> Early Intervention Services | <input type="checkbox"/> Head Start     |
| <input type="checkbox"/> Title 1 for: _____          | <input type="checkbox"/> School Counseling           | <input type="checkbox"/> Private School |
| <input type="checkbox"/> Limited English Proficiency | <input type="checkbox"/> Gifted/Talented Program     | <input type="checkbox"/> None           |
| <input type="checkbox"/> Other: _____                |  |   |

### REGULAR EDUCATION INTERVENTIONS

If available, describe any current or past interventions provided to the student and the results:

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## EDUCATIONAL HISTORY

Yes No

- ☐ ☐ Student receives passing grades in all subject areas. If no, the student is currently failing in subject areas: \_\_\_\_\_
- ☐ ☐ Student has been retained. If yes, student was retained in grade(s): \_\_\_\_\_
- ☐ ☐ Students have received disciplinary action for inappropriate behavior. If yes, please explain or attach record: \_\_\_\_\_
- ☐ ☐ Student's absences have affected classroom performance. If yes, please explain: \_\_\_\_\_
- Other relevant educational history: \_\_\_\_\_

## ADDITIONAL INFORMATION

Provide any additional information that might be helpful for the LEA to determine whether to evaluate the student:

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## SIGNATURE

Signature of the person making the referral: \_\_\_\_\_

**If a parent submits a request for an initial evaluation without using this form, the LEA may follow up and request information to complete the form but may not require that it is completed prior to considering the student for an initial evaluation.**

## NEXT STEPS FOR THE LEA

- The LEA must determine if they will recommend an evaluation:
  - If an evaluation is recommended, an evaluation plan must be provided to the parent notifying them of the assessments the LEA intends to conduct and requesting the parent's written informed consent; or
  - If the District is not going to proceed with an evaluation, the District must provide a stand-alone prior written notice to the parent.
- The LEA shall give the parent a copy of this Referral for Comprehensive Evaluation document at no cost to the parent.
- A copy of the IDEA Special Education Part B Procedural Safeguards Notice must be provided to the parent upon receipt of the initial referral.