

## **Referral Procedure**

Teaching staff members, administrative staff, other professional staff in the district, parent(s), legal guardian(s) and other agencies working in and with the school district may identify pupils who are experiencing physical, sensory, emotional, communication, cognitive, or social difficulties to the child study team.

Teaching staff members, administrative staff, and other professional staff in the district shall provide interventions in the general education program to alleviate educational problems prior to referral via the building Intervention Referral Services Team (I&RS). These interventions must be documented in writing prior to the referral. However if the pupil's educational problems are such that a direct referral to the child Study Team is required then interventions in the regular education program are not a prerequisite to an evaluation of services under N.J.A.C. 14 when

1. It can be documented that the nature of the pupil's educational problem is such that evaluation to determine eligibility for services is warranted.
2. The parent(s) or legal guardian(s) make a written request for an evaluation to determine eligibility for services. The referral shall be forwarded to the Director of Special Services for consideration.