

## **STUDENTS**

### **STUDENT POLICIES GOALS EQUAL EDUCATIONAL OPPORTUNITIES**

**411.3**

#### **INFORMATION PERTAINING TO FREE DEVELOPMENTAL SCREENING AND SPECIAL EDUCATION REFERRAL PROCEDURES INCLUDING AT-RISK/504 AND CHILDREN WITH SUSPECT DISABILITIES**

**Free Developmental Screening for Children Who Reside Within the School District of Pittsville:** Parents who have concerns about their child's overall development and learning may request a free developmental screening. This is an attempt by the district to find children who may have physical, cognitive, emotional, or learning disabilities in conformance with state statute 115.771(1)(m)(a). Requests for free developmental screenings shall be made by contacting the Elementary School Office at 715-884-2517.

**Special Education Referral Procedures including At-Risk/504 and Children with Suspect Disabilities:** The local educational agency annually publicizes information about its special education procedures and services. The local educational agency's special education plan is published annually on the Wisconsin Department of Public Instruction website. The local educational agency identifies, locates, and evaluates all children with disabilities, regardless of severity of their disability, who are in need of special education and related services, including children attending private schools, children who are not yet three years of age, mobile children such as migrant and homeless, children who are suspect of being a child with a disability.

The local education agency locates, identifies, and evaluates all private school children with disabilities, including religious-school children who are residents of the local educational agency. The local educational agency consults with appropriate representatives of private school children with disabilities on how to locate, identify, and evaluate private school children with disabilities. The local educational agency ensures the confidentiality of data collected.

The local educational agency accepts and processes referrals of children suspected to have a disability. If the local educational agency to whom the referral is made is the local educational agency the child is attending under the Full-Time Open Enrollment law, the local educational agency provides the name of the child and related information to the local educational agency of residence. Whenever the local educational agency receives a referral for a resident child attending school in another local educational agency under the Full-Time Open Enrollment law, the local educational agency provides the name of the child and the related information to the local educational agency where the child attends school.

A referral may be made by anyone who suspects a child has a mental or physical impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, and working; has a record of such impairment; and is regarded as having such an impairment. Any parent, physician, nurse, teacher, psychologist, social worker, or administrator of a social agency has legal duty to make a referral. Before making the referral, the person making the referral must inform the child's parent of their intent to make the referral.

**How and Where to Refer:** All referrals shall be in writing and shall include the name of the child and the reasons why the person believes that the child is a child with a disability. All referrals shall be made to the Director of Special Education, School District of Pittsville, 5459 Elementary Avenue, Pittsville, WI 54466.

*Adopted: August 12, 2002*  
*Reviewed: August 8, 2005*