

Referral Procedures for Hackberry Elementary School District:

Birth- 2 yrs. 10 ½
months

- 1) Parent contacts the school regarding Child Find. Office clerk collects parent and student information.
- 2) Office clerk sends special education coordinator parent and student information, via email.
- 3) Within 2 days the special education coordinator will complete a Child Find referral Form to AzEIP through the AZ Department of Ed website.

2 yrs. 10 ½ months – 5
yrs.

- 1) Parent contacts the school regarding Child Find. Office clerk collects parent and student information.
- 2) Office clerk sends special education coordinator parent and student information, via email.
- 3) Within 10 days the special education teacher will contact parent to schedule a meeting.
 - Meeting Agenda
 - A) Conduct a screener
 - B) Review results
 - C) If problem noted the team begins the evaluation process

- 1) AzEIP coordinator refers a student to the special education coordinator.
- 2) Within 10 days the special education teacher will contact parent to schedule a meeting.
 - Meeting Agenda
 - A) Review existing data
 - B) Determine if additional data is needed to determine eligibility
 - C) Eligibility determination must be completed prior to the child's 3rd birthday

5 – 21 yrs.

- 1) All newly enrolled students will be screened using the “45 Day Student Screening Report.”
- 2) Within 45 days a Private school/Home-school Child Find meeting will be scheduled and posted for public knowledge.
- 3) The special education coordinator will utilize a tracking system to meet timelines.