



Special Education Referrals: Role and Responsibilities of the Referring Person

Interventions prior to making a special education referral:

1. If a student is experiencing difficulties in school, utilize available interventions to help the student become more successful. Try things such as instructional modifications, behavioral interventions, Collaborative Support Team (CST), Title I programs, remedial reading, counseling, individual assistance and small group instruction. Keep track of what you have tried, how long the supports were put into place and how the student responds to your efforts and interventions
2. Communication with parents/legal guardian regarding your concerns and document parent contacts.
3. After supports/interventions have been provided for a reasonable amount of time and little or no improvement is noted, and special education needs are suspected, initiate the IEP Team process.

Initiating a special education referral:

4. Any person who has reasonable cause to believe that a child has a special education need may submit a special education referral. Prior to submitting a special education referral, the person making the referral shall inform the child's parent(s) that he/she is going to submit the referral and the reasons why. Document the method and date of notifying the parent(s) in the space indicated on the referral
5. Complete the special education referral form. All identifying information and all narrative portions of the referral MUST be addressed. Please include reasonable cause to suspect a special education need, current levels of academic functioning, behavioral observations, relevant medical information, interventions utilized and the effects of the interventions (see #1 above) and strengths of the child.
6. Completed referrals from non-public schools should be sent to:

Dare Boling
Milwaukee Public Schools-School Support Center
Child Find
6620 West Capitol Drive
Milwaukee, WI 53216

7. The referral will be processed and then forwarded to the building coordinator at the appropriate MPS neighborhood school. The IEP Team at the appropriate neighborhood school will be responsible for the child's evaluation.
8. Please direct further questions to Dare Boling at (414) 438-3413.