

A Referral Packet Guide for a Special Education Evaluation Request

This checklist serves as a guide to gathering and organizing evidence to build a case for an evaluation.

- Demographic data:
 - Name: _____
 - Date of Parent Request Received by School: _____
 - _____ Verbal Request _____ Written Request (Please attach)
 - DOB, grade, teacher, etc.
 - Vision/Hearing screening results
 - Medical and/or Mental health diagnosis and prescriptions
 - Social Developmental History (completed by the parent)
 - Copy of student's current schedule.

- Article 7 reason for referral; narrative from teacher regarding specific academic/behavioral concerns.

- Behavioral Concerns; Functional Behavioral Assessment, and Behavior Intervention Plan

- Sensory concerns (touch, vision, smell, proximity, etc.)

- Relevant educational information; existing 504 plan (if applicable)

- Reading Level and benchmarks:
 - ~DIBELS
 - ~Lexile
 - ~Fountas & Pinnel

- Report Cards & Standardized test scores:
 - ~NWEA
 - ~Acuity
 - ~IREAD-3
 - ~ISTEP+

- Title 1 information and scores

- Documentation of interventions and progress or failure to progress; any specific scientifically-based behavioral or academic program that was used as an intervention.

- Examples of class work, both of the student in question and that of a comparison student who is of average ability. Include, if available, graphs that compare the student's progress to that of his/her classmate. *Protect confidentiality by blacking out the name of the comparison student.*