

## **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, DOB, grade, teacher, etc.
  - Vision/Hearing screening results
  - Medical and/or Mental health diagnosis and prescriptions
  - Social Developmental History (completed by the parent)
  
- 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
  
- 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.*