**THE REFERRAL PROCESS**

**How is a student referred for a Child Study Team Evaluation?**Students between the ages of 3 and 21 suspected of having an educational disability may be referred to the Child Study Team for an evaluation by a variety of sources but generally they come from one of the following:

**1. PARENTS:**Parents may request a Child Study Team Evaluation by contacting a team member at their child’s school and forwarding the request in writing.

**2. I&RS:**The I&RS Intervention and Referral Services is a building based inter-disciplinary group that meets regularly to provide intervention for students experiencing difficulty in the classroom. Once IR& S has utilized its resources and determines that additional information may be necessary, or feels that the student may be potentially educationally disabled, the student may be recommended for a CST evaluation.

**3. ADMINISTRATORS or OUTSIDE AGENCIES:**The Principal or other building administrator or an individual from an outside agency (Early Intervention, doctor, social worker, etc.) may refer a student for a Child Study Team Evaluation.  
 **What is the procedure after the referral is made?**  
Once the referral has been made the Case Manager has **twenty (20) days** to schedule a **Referral Review Meeting**. The necessary personnel expected to attend this meeting would be a social worker, school psychologist, learning disabilities-teacher consultant, classroom teacher, speech & language specialist (if the suspected disability included that area or the child was age 3-5) and the parent.

**Are students automatically tested if the request is made?**  
No. Once a request for a Child Study Team evaluation is made a Referral Review Meeting must be scheduled. At that meeting it is determined if a Child Study Team Evaluation is warranted and if so an Evaluation Plan is developed.  
 **What is the procedure if the student is going to be tested?**  
Once it is determined that testing is necessary an assessment plan is developed and the parent/guardian gives written permission. The district then has **ninety (90) days** to complete the necessary evaluations. Within the ninety (90) days an **Eligibility Conference** is scheduled where the evaluations are interpreted and it is determined if the student is eligible for special education and/or related services.

**If a student is eligible does that mean he or she will be in a special education class?**  
Not necessarily. Before a student receives services an Individual Education Program must be developed and agreed to among the IEP team including parents. In Hammonton, there are a variety of programs to meet the needs of students receiving special education and related services. The student’s program should reflect the least restrictive environment to meet the goals and objectives developed by the IEP team.

**What is Occupational Therapy?**  
Occupational Therapy is a related service, which is designed to help students within a school setting who are showing an educational related difficulty, which impairs his/her ability to function in the school environment. Occupational Therapists use purposeful activity to facilitate a student’s active participation in the areas of self-care, academic and /or vocational pursuits, as well as play and leisure activities. Using direct and indirect services, as well as assistive technology and environmental modifications, school occupational therapists collaborate with parents, teachers, and other educational staff to help implement a child’s program. The goal of services is to assist a student in functioning within the school setting.

**Who provides Occupational Therapy services in the Hammonton School District?**  
The district currently employs 1 Occupational Therapist. Her contact information is as follows:

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