

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

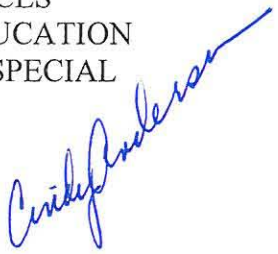
MEMORANDUM

JUNE 29, 2011

TO: DIANE POAGE, DIRECTOR, RELATED SERVICES
DOUG GRAY, DIRECTOR, E.C.E.SPECIAL EDUCATION
LINDA GRIFFITH, DIRECTOR, SECONDARY SPECIAL
EDUCATION AND SPECIAL SCHOOLS

FROM: CINDY ANDERSON, EXECUTIVE DIRECTOR
SPECIAL EDUCATION

SUBJECT: END-OF-YEAR REFERRAL AND OTHER PAPERWORK
CONSIDERATIONS



Referrals

There has been some misunderstanding in the past regarding what was perceived as a special education referral “cut-off” date. A referral can be made at any time of the year. However, the guideline when considering a new referral is 45 school days from the end of the school year.

The purpose of this guideline is to provide teams sufficient time to complete the entire referral process prior to the last day of school. Providing teams with 45 days to complete a referral increases the validity of the assessment process by helping to ensure each student receives a comprehensive evaluation by a team of professionals familiar with that child. This is especially important if a student is transitioning from elementary to middle school, or from middle to high school.

How teams communicate these considerations is the key factor. It not appropriate to just state, “It’s after the cut-off date.”

If a request for a new referral comes within the 45-day window, teams should collaborate with the parent to determine the feasibility of completing the referral process before the last day of school. As we know, some cases are complex and will require the full 45-days to complete, while others can be completed much faster. If the team and parent determine that a referral can’t be finished before the last day of school, the team, for example, could agree to expedite the referral upon the student returning to school in the fall.

End of Year Planning

It is important to note the following information as you plan the remainder of the school year:

- November 1st of each school year – All annual reviews and three-year evaluations for students receiving **intensive services** must be completed prior to the end of the school year in May.
- October 1st of each school year – All other annual reviews and three-year evaluations due before this date must be completed prior to the end of the school year in May.