

Special Education Referrals

Children adjust to school at different rates. However, some children have significant difficulties adjusting to the school environment. This may include extreme difficulty adjusting to school routine and structure, difficulties with academic work, frequent need for disciplinary action, and problems with peer interaction/social situations. If this is the case with your child make an immediate appointment to talk to your child's teacher. Discuss your concerns regarding your child, give specific examples to support your concerns, and provide information about your child that might be helpful. The school does provide many building level resources for students experiencing challenges; see if your child qualifies for any services.

Follow up on all your discussions. What are the building level interventions that are being implemented, how will the teacher modify instruction, and how will the school evaluate the effectiveness of these interventions? Talk with the teacher and support staff often by phone or in person to reevaluate your child's progress. Follow through at home with suggestions and techniques the school recommends. It is important that the school and parent work as a team to support the child.

If after numerous home/school interventions your child is still experiencing significant difficulties in the school setting it may be time to explore if your child has a disability. This is done by making a referral to the Committee of Special Education. A student can be referred by the school or the parent. If you as the parent make the referral it should be in writing to the Director of Special Education. Remember to include your child's name, where he or she attends school and the reasons why you suspect he or she may have an educational disability. In addition, please make sure that it's dated and that you keep a copy of the letter for your own records.

Sample Referral Letter:

Dear Director of Special Education (WPCSD):

My child, _____ is currently a _____ grader at the _____ school. My child has been experience academic difficulties and I am concerned about his educational progress. Some of my concerns center on _____

I am writing to make a referral for assessment for special education services for my child (enter student's name). I am requesting that he or she be given a comprehensive assessment by the White Plains City school district and that a CSE meeting be scheduled. I look forward to receiving consent from your office to begin this testing. If you have any questions, please feel free to contact me. Thank you for your cooperation and assistance.

Sincerely,

SIGN HERE

INSERT Parent's name and contact information

cc: INSERT Principal of Current
 INSERT School Child's Teacher