

Referral Process

For general information on referring children to the Child Study Team, please refer to the district's Project Child Find weblink. However, below is a description of the referral process once a written request is received by the district. This process is outlined in the New Jersey Administrative Code for Special Education, Title 6A, Chapter 14.

Step One

Once a written request for an initial evaluation is received, the district is required to schedule a meeting with you, a general education teacher, and the child study team within 20 calendar days (excluding holidays, but not summer vacation). The purpose of the meeting is to determine whether an evaluation is warranted or not by reviewing existing data and information.

At the meeting, the assigned case manager will provide you copies of the Special Education Rules (N.J.A.C. 6A:14); the Short Procedural Safeguard Statement, and; the Due Process Hearing Rules (N.J.A.C. 1:6A). Please refer to our Resources weblink, if you wish to download these materials.

The district only accepts written referrals from parents with signatures affixed and not through any electronic forms of communication (e.g. email, fax, telephone).

Step Two

When an evaluation is warranted, the nature and scope of the proposed evaluation will be reviewed with you and your consent requested. Parental consent is required before any assessments can be conducted.

If an evaluation is not warranted, the process ends. A parent may disagree with this determination by requesting mediation or a due process hearing, but should try to resolve the matter with the school district prior to these measures.

Step Three

When consent for an initial evaluation is received, the evaluation, determination of eligibility for services, and, if eligible, the development and implementation of the IEP are completed within 90 calendar days.

Written reports of the results of each assessment are prepared. Copies of the evaluation reports and documentation and information that will be used for determining eligibility will be given to you 10 calendar days prior to the eligibility meeting.