

SOP Template: Student Referral and Eligibility Determination Process

This SOP describes the **student referral and eligibility determination process**, outlining the steps for identifying students who require special services, submitting referrals, conducting eligibility assessments, reviewing documentation, and making eligibility decisions. The procedure aims to ensure timely and accurate identification of students' needs to provide appropriate educational support and interventions in compliance with regulatory guidelines.

1. Purpose

To provide clear guidelines and procedures for referring students and determining eligibility for special services in accordance with federal, state, and local regulations.

2. Scope

This SOP applies to all school staff, administrators, and specialists involved in the identification, referral, assessment, and eligibility determination process for students suspected of needing special services.

3. Definitions

Term	Definition
Referral	The process of formally identifying and recommending a student for evaluation for special services.
Eligibility Determination	The process of assessing whether a student meets established criteria for special services.
Evaluation Team	A group of qualified professionals responsible for assessing and determining a student's eligibility.

4. Procedure

- Student Identification:**
 - Teachers and/or staff observe academic, behavioral, or developmental concerns.
 - Document relevant observations and interventions already implemented.
- Referral Submission:**
 - Complete the student referral form, including supporting documentation.
 - Submit the referral form to the designated specialist or case manager.
- Referral Review:**
 - The evaluation team reviews the referral and documentation.
 - Determine if further assessment is warranted; notify parents/guardians of proposed evaluation.
- Eligibility Assessment:**
 - Obtain parental consent for assessment.
 - Conduct assessments in all areas of suspected need using multiple sources of information.
- Meeting and Determination:**
 - Hold a multidisciplinary team meeting to review results.
 - Determine eligibility and document decisions following regulatory criteria.
- Notification and Documentation:**
 - Communicate eligibility determination to parents/guardians.
 - Document all actions, decisions, and communication in the student's file.
- Initiation of Services:**
 - If eligible, develop and implement an individualized services plan as required.

5. Responsibilities

- School Staff:** Observe and document concerns, initiate referrals.
- Evaluation Team:** Review referrals, conduct assessments, make eligibility determinations.
- Case Manager/Specialist:** Coordinate and communicate process steps with parents and staff.

6. Compliance and References

- Individuals with Disabilities Education Act (IDEA)
- Section 504 of the Rehabilitation Act
- State and local policies concerning referral and eligibility