



# MORTON

Community Unit School District 709  
Office of Special Education

1050 S Fourth Ave - Suite 100 - Morton, Illinois 61150-2502 - Phone: (309) 263-0522 - Fax: (309) 284-8015

## Special Education Referral Form (Parent Request)

Date		School				
Student Name			Birthdate		Grade	
Referred By			Relationship to Student			

### Teacher Contact Information

Name \_\_\_\_\_ Phone/Email \_\_\_\_\_

### Areas of Concern


Received By \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*Parent/Guardian – Submit this referral form to Elementary School Principal, Jr. High School Principal or Counselor, or High School Guidance Counselor\*\*\***



## Special Education Referral Process

**Special Education:** Morton District 709 provides special education and related services to eligible students with IEPs (Individualized Education Programs) in accordance with federal and state laws and regulations (Individuals with Disabilities in Education Improvement Act—IDEIA/IDEA, Illinois State Board of Education—Part 22 of Illinois regulations). In order to receive special education services, students must be evaluated and determined eligible in accordance with these regulations. Any parent/guardian of a child, any teacher or staff member, or any community service agency employee may make a referral for an evaluation.

### **To make a referral for a Special Education Evaluation:**

- The person making the request must directly contact the Elementary Building Principal or Jr. High/High School guidance counselors to make the referral. Names of these personnel are available on the District website.
- The person making the referral must provide the student's name, their relationship to the student, and areas of specific need and concern. The Principal or Guidance Counselors will provide any assistance needed in completing this referral.
- The Principal or Guidance Counselor will commit the request to writing and submit it to the building's School Psychologist.
- Parents/Guardians will be provided with notice of Procedural Safeguards when follow-up contact is made by the district Social Worker, School Psychologist or other special education staff member.
- District Special Education staff will determine if the referral for evaluation is deemed necessary or is not necessary and provide documentation of that decision. This decision must be made within 14 days from the written request.