

ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

School Districts of Bayfield, Drummond, South Shore and Washburn
2018-2019

Upon request, the school district is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting the following representative in the child's home district:

School District
of Bayfield
Melissa Giesregen
Director of Pupil Services
300 North 4th Street
Bayfield, WI 54814
715-779-3201 x103

School District
of South Shore
Clendon Gustafson
District Administrator
PO Box 40
Port Wing, WI 54865
715-774-3500 x610

School District
of Washburn
Dr. Thomas Wiatr
District Administrator
Director of Pupil Services
305 West 4th Street
Washburn, WI 54891
715-373-6188 x103

School District
of Drummond
John Knight
District Administrator
PO Box 40
Drummond, WI 54832
715-739-6669 x100