

ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

2025-26

School districts are required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. Please see each district's Confidentiality of Personally Identifiable Information Obtained Through Child Find Activities.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services.

Upon request, the 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 student's home district:

School District of Bayfield
Lynn Lindahl, Director of Special Education
300 North 4th Street
Bayfield, WI 54814
715-779-3201 x103

School District of South Shore
Dani Mikula, District Administrator
Director of Special Education
P O Box 40
Port Wing, WI 54865
715-774-3500 x 610

School District of Drummond
Melissa Altmann
Director of Special Education
PO Box 40
Drummond, WI 54832
715-739-6669 x 178

School District of Washburn
Matt Collins
Director of Special Education
305 West 4th Street
Washburn, WI 54891
715-373-6199 x 258