

**Notice to Parents and Individuals Regarding Special Education Referrals
(Rev. 4/30/2011)**

School District of New Berlin

ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

Upon request, the School District of New Berlin (District) is required to accept and process all requests (known as a referral) to evaluate a child for eligibility for special education services. Upon receipt of a referral, the District initiates the process for determining if the child has both an impairment and need for special education services (both are required for eligibility). The District is responsible for locating, identifying, and evaluating all children with disabilities who are enrolled by their parents in private (including religious) schools and public schools within the District geographic boundaries.

All licensed school district staff who reasonably believe a child has a disability must refer the child for a special education evaluation. 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 must also refer the child, including a homeless child, to the school district in which the child resides. Any other person (including the child's parent or guardian) who reasonably believes a child has a disability may refer the child to the District for a special education evaluation. Before referring the child, the person making the referral must inform the child's parent(s) that the referring individual will refer the child.

Referrals must be in writing and include the reason why the person believes the child has a disability (i.e., an impairment and need for special education services). A referral may be made by contacting the principal of the child's attendance area school or Amanda Mazurkiewicz, Director of Student Services, School District of New Berlin, 4333 S Sunny Slope Road, New Berlin, WI 53151 (Phone: 262-789-6260).