

# CAVELAND EDUCATIONAL SUPPORT CENTER

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## Referral Checklist

**(Note: Unless specified otherwise, school district forms may be used for any required items.)**

1. Teacher and Director of Special Education discuss the need for a Caveland Center referral.
2. Teacher compiles the following information and sends to Director of Special Education for signature and mails to Caveland.

### Initial Evaluation

#### Re-evaluation

- \_\_\_\_\_ Caveland Center Referral Form
- \_\_\_\_\_ Caveland Center Family Background Information
- \_\_\_\_\_ Permission for Evaluation
- \_\_\_\_\_ Evaluation Planning Form (if available)
- \_\_\_\_\_ Classroom Observations (2 completed by school staff)
- \_\_\_\_\_ Individual Graduation Plan (if 14 years or older)
- \_\_\_\_\_ Medical Records (if appropriate)
- \_\_\_\_\_ IEP (unless initial referral)
- \_\_\_\_\_ Previous testing (not necessary if previously tested by Caveland Center)

### Consultations,

#### Assistive Technology Assessments

- \_\_\_\_\_ Caveland Center Referral Form
  - \_\_\_\_\_ Permission for Evaluation
  - \_\_\_\_\_ IEP, if available
  - \_\_\_\_\_ Previous testing (not necessary if previously tested by Caveland Center)
3. When referral is received, Caveland Adm. Asst. emails Director of Special Education acknowledging receipt of referral documents and informing Director of Special Education of any incomplete items.
  4. Caveland Adm. Asst. assigns Case Manager who schedules the month for evaluation.
  5. Prior to testing, the case manager calls the school and Consultant assigned to adaptive behavior calls parent to inform them that testing is about to begin.
  6. Upon completion of the report, two copies are mailed to the Director of Special Education who distributes them to the school and parent.

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Signature, Director of Special Education

\_\_\_\_\_  
Date