### PARENT REFERRAL

**For Initial Evaluation of Student Submitted to Charter School**

- **Within 24 hours**
  - CHARTER SCHOOL: Record the date the Initial Referral is received and immediately forward to CSE Chairperson. Also, record the forwarding date.
  - 8 NYCRR 200.4(a)(1)(i) and 200.4(a)(4) | SOPM pg. 25, 27

### PROCEDURAL SAFEGUARDS NOTICE

- **Immediately**
  - CSE: Send NOTICE OF REFERRAL and NOTICE OF PARENTAL RIGHTS to parents in preferred language along with PROCEDURAL SAFEGUARDS NOTICE
    - 8 NYCRR 200.4(a)(6) (“immediately”) 200.5(a)(4), (a)(5), and (f) | SOPM pg. 28

- **Immediately upon receipt of Initial Referral, with appointment date scheduled for no earlier than 7 school days after date of Notice of Referral sent**
  - CSE: Send NOTICE OF SOCIAL HISTORY MEETING FORM to parents to establish appointment date for Social History Interview and to obtain Informed Parental Consent in writing
    - 8 NYCRR 200.4(b)(1)(iii) | SOPM pg. 46, 64, 66, 69-70

- **By 30th day from receipt of referral**
  - CSE: Document outreach to parents consisting of at least two attempts at telephone contact at different times of the school day, a follow-up letter sent to the parent by mail documented in SESIS, and if applicable, use due process procedures to conduct an evaluation without parental permission
    - 8 NYCRR 200.4(b)(3)(i) | SOPM pg. 39-43

### RECEPTION OF PARENTAL CONSENT TO INITIAL EVALUATION

- **Completed within 60 calendar days of receipt of parental informed consent**
  - CSE: Complete INITIAL EVALUATION (social history, physical examination, psychological evaluation, student observation, any other assessments)
    - 8 NYCRR 200.4(b)(7) | SOPM pg. 46

### IEP MEETING

- **Mailed at least 7 calendar days prior to the meeting; confirmation call 2 to 3 days prior to meeting**
  - CSE: Send NOTICE OF IEP MEETING to parents; confirm by telephone call
    - 8 NYCRR 200.5(c) | SOPM pg. 76

- **Within 7 calendar days prior to IEP meeting**
  - CSE: Send copies of assessments to parents
    - SOPM pg. 74, 76

- **Meeting held within 60 calendar days of receipt of informed parental consent to initial evaluation**
  - CSE: Hold meeting participation with representation of the CSE, charter school and family.
    - 8 NYCRR 200.3(a)(1) | SOPM pg. 46, 64, 66, 69-70

- **At conclusion of initial IEP Meeting**
  - CSE: Give draft IEP to parents
    - SOPM pg. 109

### POST IEP MEETING

- **Completed within 60 school days of receipt of parental informed consent**
  - CSE: Arrangement of Placement and Services
    - 8 NYCRR 200.4(a) | SOPM pg. 44, 112

- **Within 10 school days of IEP meeting**
  - CSE: Send parents final IEP

- **Within 2 school days from the Start of School Year or Final IEP**
  - CSE: Place related service providers
    - SOPM pg. 128

- **Within 13 calendar days from the Start of School Year or Final IEP**
  - CSE: Place related service providers for any mandate fulfillment
    - SOPM pg. 128

- **Within 1 year of IEP meeting**
  - CSE: Reconvenes IEP team for annual IEP meeting

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**Before the initial referral process begins, your school should use a Response to Intervention framework to ensure that lack of high-quality instruction and content exposure is not the primary driver behind a special education referral.**