



1 • 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

2 • 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. 39-43

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 200.5(b) | 8 NYCRR 200.4(a)(8) | SOPM pg. 11, 28, 39, 65-66

3 • RECEIPT 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

4 • 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) | 8 NYCRR 200.4(b) | SOPM pg. 46, 64, 66, 69-70

At **conclusion of initial IEP Meeting**

CSE Give draft IEP to parents

SOPM pg. 109

5 • POST IEP MEETING

Completed within **60 school days** of receipt of parental informed consent

CSE Arrangement of Placement and Services

8 NYCRR 200.4(e) | SOPM pg. 46, 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

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.