

# Memo

To: Parents and/or Guardians of Home School Students

From: Linda Wharram, SpEd Coordinator  
MAWSECO / Howard Lake-Waverly-Winsted ISD 2687  
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320-543-3900 ext. 2144

Date: October, 2018

Re: Special Education Referral Process and Special Education Services

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Howard Lake-Waverly-Winsted Public Schools will complete assessment for special education services to home schooled students on an as needed basis by parent and/or guardian referral. If you feel your child needs an assessment to determine eligibility for special education services, please contact Linda Wharram, at the above email address or phone number. Information will be gathered via telephone or email regarding the concerns related to the child. In some cases, the special education coordinator will review possible areas of eligibility or recommends skill specific interventions to be put into place prior to evaluation. The parent and/or guardian will be asked to complete a referral form.

Once this form is received by the district, the special education coordinator will review it with the child study team. If the child study team feels an assessment is warranted, an assessment manager (special education teacher) will be assigned. The assessment manager will develop an assessment plan with other team members and send it to the parent and/or guardian for signature. No initial assessment can begin without a parent and/or guardian signature approving the assessment. Once this signature is approved, the team has 30 school days to complete the testing. After testing is complete, an evaluation report will be shared with the parent and/or guardian and eligibility criteria will be reviewed.

If a student qualifies for special education services, the team (including parent and/or guardian) will develop a plan for services to take place at the public school depending on the student's identified needs.

**Further information can be obtained by contacting Linda Wharram at the above email address or phone number.**