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State of Wisconsin
Department of Health Services

DIVISION OF LONG TERM CARE
NORTHERN WISCONSIN CENTER
FOR THE DEVELOPMENTALLY DISABLED
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SCHOOL DISTRICT OF DEPARTMENT OF HEALTH SERVICES ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

The information in this publication also appears in Spanish.

Upon request, the Department of Health Services is required to evaluate a student placed in the institution for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the student has a disability, and if the student needs special education services.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a student residing in the institution, brought to him or her for services is a child with a disability, has a legal duty to refer the student to the facility in which the student resides. Before referring the student, the person making the referral must inform the student's parent that the referral will be made.

Others, including parents, who reasonably believe a student residing in the institution is a child with a disability may also refer the student to the facility in which the student resides.

Referrals must be in writing and include the reason why the person believes the student is a child with a disability. A referral may be made by contacting Louise Ramseier, Department of Health Services, Northern Wisconsin Center, at 715-723-5542, or by writing her at 2820 E. Park Ave., Chippewa Falls, WI 54729.