



## Whitfield County Schools

### Children's Assessment & Preschool Services

#### Referral Procedures and Response to Intervention (RTI)

#### **OBSERVATION/SCREENING/EVALUATION PROCESS:**

1. Once the referral has been received at the CAPS Center, the Preschool Special Education Coordinator will assign the referral to appropriate WCS staff. This may be a school psychologist, speech therapist, special education teacher, preschool special education coordinator, or other, based on the needs of the child as documented on the referral form.
2. The referring teacher or parent will then be contacted by a representative from WCS to schedule an observation and/or screening.
3. If the referral was made by a parent, pediatrician, or other agency without access to RTI documentation, this information will be collected through an interview with the parent or other appropriate representative at the observation/screening.
4. Following the observation/screening, a recommendation will be made regarding the need for an evaluation. This recommendation will be communicated to the parent and/or referring teacher by appropriate WCS special education staff.
5. If the recommendation is not to evaluate at this time, suggested strategies and interventions may be provided to the teacher and/or parent, as needed, to implement within the classroom/home. The teacher/parent will be asked to continue to monitor the child's progress and contact the Preschool Special Education Department if he/she continues to have difficulty despite the documented interventions. A written copy of the observation/screening and recommendations will be made available to the parent/guardian and/or referring teacher upon request. If a parent disagrees with the recommendations, he/she may provide a written request for an evaluation to be completed by the WCS preschool special education department.
6. If an evaluation is recommended, the parent will be given an evaluation packet to complete. This packet, along with copies of the child's Social Security Card or waiver, Birth Certificate, Immunization Form, and Proof of Residency, must be returned prior to the evaluation. Should there be any difficulty obtaining these documents, please contact Whitfield County Schools as soon as possible to discuss available options.
7. Once all of the required documentation has been received, the evaluation packet will be forwarded to the assigned school psychologist, lead speech therapist, or remain with the preschool special education coordinator, as appropriate, based on the evaluation needs of the child.
8. The school psychologist, speech therapist, or other WCS staff member evaluating the child will contact the parent to schedule an evaluation appointment. The evaluation may

also be completed on the same date/time as the observation/screening if all previous steps have been completed, or at the discretion of the evaluator.

9. The School Psychologist, Lead Speech Therapist, or Preschool Special Education Coordinator who receives the evaluation packet will be responsible for sending out consent to evaluate and monitoring the evaluation timeline.
10. Parent(s)/guardian(s) will be provided with a copy of their Parental Rights and must sign a Consent to Evaluate form prior to their child's evaluation.
11. Following the evaluation, an eligibility meeting will be held with the parents to determine eligibility for special education services and develop an Individual Education Program (IEP), if needed. If the child is enrolled in a PreK, Preschool, Head Start, or Daycare program, the child's teacher will be invited to this meeting as well.
12. For all questions, please contact the Preschool Special Education Department at (706) 259-6136 or email [kathy.hammontree@wcsga.net](mailto:kathy.hammontree@wcsga.net)

**If a child has a significant disability requiring immediate assistance, please contact the CAPS Center directly at (706) 259-6136 or [kathy.hammontree@wcsga.net](mailto:kathy.hammontree@wcsga.net)**