Referral

The following persons may request a Full and Individual Evaluation (FIE) under IDEA:

- CPS school personnel
- Parent(s) of the student
- An employee of the Illinois State Board of Education (ISBE)
- An employee from another state agency, or
- An employee from a community service agency.

All requests for an FIE must be written, signed, and dated. Generally, the request must be given to the school’s case manager or principal. (See Referral form.) This process applies to an Initial FIE, Reevaluation Prior to Triennial, Student Entering CPS from Outside District or Evaluation to Add Services.

For students who do not attend a CPS regular or charter school and attend a private school located in the City of Chicago, whether or not the student lives in the city, or for a student who live in the city and is homeschooled, the referral must be given to the principal of the student’s local attendance area school or be submitted by the private school directly to the Office of Special Education and Supports (OSES) Proportionate Share Unit. In either case, the parent must enroll the child as a non-attending student. Note that CPS’ responsibility to develop an IEP may be different for students placed by their parents in a private school depending on whether or not they live in the city. (See OSES Bulletin 5)

CPS Staff Referrals

CPS staff may refer a student for an FIE by completing and providing the case manager a Student Referral form to document the basis for the referral. This form documents the following information:

- Current information about the student, including grades, attendance, any suspensions, academic performance, behavior, classroom participation, RtI data regarding interventions attempted and the student’s response to the interventions, along with documentation that student was provided the appropriate core curriculum instruction and scientific research-based intervention by qualified personnel; and
- Reason for the referral which indicates what deficit(s) are suspected and why special education and/or related services are needed to address the deficit area(s).

Referrals from non-CPS Personnel
All referrals for evaluations must be provided in writing. If the referral does not include the basis for concern, the CPS case manager will ask for the omitted information, document the response and attach it to the parent’s referral request. If the request is made orally, the case manager should instruct the referrer to put his/her concerns in writing, date it and give it to the principal. The case manager should document this conversation in the Event Log. If the parent is unable to write out his/her concerns, the case manager should assist in transcribing the parent’s concerns. The principal/designee may ask the parents to provide any relevant information about the child, including any reports, prior evaluations, health records, school records from other schools, etc., to avoid duplication of information and to assist in making appropriate decisions about the FIE.

Within 14 school days after receiving a request for an FIE, the case manager must notify the parent in writing whether or not an evaluation has been determined to be warranted.

**CHILD IDENTIFICATION/CHILD FIND**

The purpose of Child Find is to seek out and identify all children between birth and 21 years of age who may need special education and/or related services to address problems that might interfere with their future development and learning, even those students who are advancing from grade to grade. CPS will locate, identify and evaluate all students birth through 21 within CPS who may be eligible for special education and related services, including students who are not currently enrolled in a CPS education program, students in nonpublic schools, and highly mobile students such as migrants and homeless students.

**Screening Procedures**

Developmental screenings for children birth through five years old are available at community childcare sites, libraries, health fairs and local public schools. There are two teams established to provide developmental screenings within the boundaries of the City of Chicago. The teams consist of early childhood special education teachers, speech paraprofessionals, bilingual Spanish assistants and vision and hearing technicians. Call 773-553-1900 or TDD/TTY 866-239-9207 for free developmental screening dates in your neighborhood.

The developmental screening assesses skills in the areas of cognition/education, speech/language development, motor functioning, social/emotional development and adaptive behavior. Each parent is provided written notice of the results of the development screening. If the screening team suspects that a child may need special education and related services, the team leader refers the child for a full and individual evaluation (FIE) to determine eligibility. Depending on the child’s age, the parent will be referred to either Child Family Connections (CFC), or the local CPS school based on the student’s residence or private school location.

Screening activities for students five through 21 years of age is provided at each Chicago public school. As discussed above, screening activities are available to all students residing within the City of Chicago and students parentally placed in private schools in the City. Parentally placed students may access screening activities by enrolling their child as a “non-attending student” at
his/her neighborhood CPS school or the CPS school having boundaries within which the private school is located.