## Rtl to 504/Special Education Referral Process

## **Tier III Meeting**

Rtl committee determines a Tier III student is not making adequate progress. Rtl committee leader schedules Tier III + meeting.

#### Tier III + Meeting

Rtl committee meets with 504 Coordinator, Special Education LSSP/Diagnostician, and Dyslexia Specialist to review data and determine the most appropriate Tier IV referral (504, 504/Dyslexia, Special Education, etc.). Rtl committee leader schedules Tier III Staffing.

### Tier III Staffing

Rtl committee schedules a meeting with parent to discuss a Tier IV referral.

If a 504 referral is recommended, the 504 Coordinator will be present to answer questions regarding the evaluation process.

After discussing the data, 504 coordinator will provide parent with:

- 504 Referral
- Notice & Consent for 504 Evaluation
- Notice of Parent Rights under Section 504

If a Special Education referral is recommended, the LSSP/Diagnostician will be present to answer questions about the evaluation process.

After discussing the data, special education representative will provide parent with:

- Special Education Referral
- Notice & Consent for Special Education Evaluation
- Notice of Parent Rights under IDEA

#### 504 Evaluation

Completed within 45 school days of receipt of signed consent for evaluation.

# **Special Education Evaluation**

Completed within 45 school days of receipt of signed consent for evaluation.

# **504 Meeting to Determine Eligibility**

504 Coordinator schedules meeting to be completed within 30 calendar days of completion of 504 evaluation.

# Special Education Meeting to Determine Eligibility

Special Education meeting scheduled to be completed within 30 calendar days of completion of special education evaluation.