

**SCHOOL DISTRICT OF NEW BERLIN
ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION
PROCEDURES**

Upon request, the School District of New Berlin (District) is required to evaluate a child for eligibility for special education services. The District is required to accept and process all requests to evaluate a child 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 child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district geographic boundaries.

All licensed school district staff who reasonably believe a child has a disability must refer the child for a special education evaluation. A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Any other person (including a child's parent or guardian) who reasonably believes a child, including a homeless child, has a disability may refer the child to the District in which the child resides for a special education evaluation. Before referring the child, the person making the referral must inform the child's parent(s) that the referral will be made.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Amanda Mazurkiewicz Director of Student Services, School District of New Berlin, at 262-789-6260 or by writing him/her at Amanda.Mazurkiewicz@nbexcellence.org. A referral can also be made by contacting the building administrators or school psychologists at the child's school within the District.