Fresno County
Office of Education

Special Education Department
Program Referral Process Flowchart **(for office use only)**
(Excluding Interim Placements & Consideration for Adult Transition Program)

Larry L. Powell
Superintendent

STEP 1
DISTRICT ASSESSES STUDENT

- DOR conducts an initial assessment or reassessment prior to referral to FCOE special education programs.

STEP 2
DISTRICT COMPLETES REFERRAL PACKET

- DOR obtains parent consent for referral, completes referral packet*, and submits to FCOE*.
- FCOE will notify districts should an incomplete packet be received. ***All required documents must be included in referral packet.***

STEP 3 *
FCOE REVIEWS REFERRAL PACKET

- FCOE reviews packet. ***An incomplete packet will be returned or held pending receipt of all required documents, which may delay referral.***

30 days for review

STEP 4 *
STUDENT IS POTENTIAL MATCH

- FCOE notifies district of potential match.
- FCOE program staff observes student, if necessary.
- FCOE & District coordinate parent visitation, if appropriate.

STEP 5
DISTRICT HOLDS IEP MEETING

- District conducts IEP meeting and invites FCOE (provides 10 day notice of meeting).
- District prepares IEP forms including draft of student goals.
- Program options are discussed and full offer of FAPE is made.

STEP 6
STUDENT ATTENDS *FCOE* PROGRAM

OR

STEP 6
STUDENT ATTENDS *DISTRICT* PROGRAM

Parent says "NO" = STOP

** Note: Referral packet available on-line at www.fcoe.org or contact FCOE, PPS department at 265-3001 to obtain hard copy.*

Legend: Green = District responsibility, Steps 1,2,5& 6
Blue = FCOE responsibility, Steps 3, 4 & 6

TF/ac
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