



CHIPPEWA FALLS
AREA UNIFIED SCHOOL DISTRICT

District Office
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Dr. Heidi Taylor-Eliopoulos
Superintendent

TO: Chippewa Falls Area Physicians, Head Start Providers, Child Care Providers, River Source Family Center, Chippewa County Department of Human Services, Chippewa County Department of Health, and Private School Principals

Christine McMasters
Director
Pupil Services &
Special Education

FROM: Christine McMasters, Director of Pupil Services & Special Education

Michelle Golden
Director
Human Resources
& Public Relations

DATE: July 2016

**CHIPPEWA FALLS AREA UNIFIED SCHOOL DISTRICT
ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND
EVALUATION PROCEDURES**

Jennifer Starck
Director
Curriculum &
Instruction

Upon request, the Chippewa Falls Area Unified School District is required 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.

Chad Trowbridge
Director
Business Services
& Finance

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. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Scott Kowalski
Director
Information Technology

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. **Please contact the following when you have a referral:**

**Chippewa Falls Area Unified School District
Linda Hanson, Special Education Office (715)726-2414 ext. 3002**