

PROCEDURES FOR REFERRAL FOR VISUALLY IMPAIRED SERVICES

The referral process varies slightly based on whether an IEP is already in place for the student:

(A) Referring Students Who Are Not In Special Education (No existing IEP)

If a student who is not currently in any Special Education program enters your school with a suspected visual impairment or if a currently enrolled student becomes blind or VI through accident or disease, the following process is to be followed:

1. The teacher and/or parent/guardian/caregiver make a referral to the Student Study Team (SST). Notify the VI Program (510) 307-4642; email address: tchow@wccusd.net
2. When determined necessary the SST requests a VI Assessment from the VI Program.
3. The VI Program sends a VI Referral Packet to SST for completion. This packet will include:
 - (a) Release of Information for the parent to approve and sign to enable the classroom teacher to obtain relevant medical and current (*within the past year*) ophthalmological or optometric reports.
 - (b) a checklist/questionnaire for the teacher to fill out regarding the student's vision and vision use
 - (c) A questionnaire for the parent to fill out regarding the student's vision and vision use.
 - (d) A current vision report from an eye care specialist (*within the past year*)

The completed VI Referral Packet is to be returned to the VI Program located at Pupil Services Center, Room 16, **within 10 calendar days** upon receipt by the SST.

5. Within 15 days of initial referral at SST, the VI Program will request that a School Psychologist (or SST lead personnel) develop an Assessment Plan and send it to the parent for signature.
6. Following the return of the signed Assessment Plan, the psychologist, the VI, O&M staff and/or any other relevant personnel will conduct their assessments within 60 days.
7. An IEP meeting will be held at the designated site to determine eligibility for Special Education, including VI and/or O&M. The recommended services will be indicated on the IEP and a case manager assigned.

(B) Referring Students Who Are Currently in Special Education (already has an IEP, but has not yet been qualified as Visually Impaired)

For students who are already eligible for Special Education services, and who are receiving services, the Special Education teacher who is the Case Manager for the student will do the following if the IEP team thinks the student has some sort of visual impairment:

1. Schedule an IEP meeting, which can be an Annual Review or an Addendum, with all of the student's IEP Team.
2. If the IEP Team determines the student might benefit from VI/O&M assessments for services, a referral will be written on the IEP. The IEP Summary page will note the reasons for the referral.
3. Notify the VI program (510-307-4642); email address: tchow@wccusd.net and send a copy of this IEP (referral) to the VI Program, located at Room 16, Pupil Services Center.
4. The VI Program will immediately send the Case Manager a VI Referral Packet to complete. This packet will include:
 - (a) Release of Information for the parent to approve and sign to enable the classroom teacher to obtain relevant medical and current (*within the past year*) ophthalmological or optometric reports.
 - (b) a checklist/questionnaire for the teacher to fill out regarding the student's vision and vision use
 - (c) A questionnaire for the parent to fill out regarding the student's vision and vision use.
 - (d) A current vision report from an eye care specialist (*within the past year*)

The completed VI Referral Packet should be returned to the VI Program at Pupil Services Center, Room 16, **within 10 calendar days** upon receipt by the Case Manager.

6. Within 15 days of initial referral, the VI Program will develop an Assessment Plan (following the guidelines mandated for assessing students for special education eligibility) and send it to the Case Manager, who will send home for parental signature.
7. Following the return of the signed Assessment Plan, VI will conduct the assessments within 60 days.
8. An IEP meeting will be held to review the Assessment Summary and Recommendations for eligibility.
9. If the student is found to be eligible, the VI Teacher and/or O&M Specialist will become regular members of the student's IEP Team and should be contacted by the Case Manager whenever an IEP meeting for the student is being scheduled.

(C) Students who are transferred from another school district and are already eligible for services in the Visually Impairment Program (has an IEP from previous district and has VI as qualifying disability):

For students who are transferred from another district, and who already have eligibility under Visual Impairment and/or Orientation and Mobility services in their IEP, the Special Education teacher or the Case Manager will **immediately** notify the VI department of the new student by phone 510-307-4642 or email: tchow@wccusd.net. VI will attend the 30 day placement IEP.

If you have any questions, please contact:

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