

Notice to Parents and Individuals Required to Make Referrals
School Districts of Cornell and Lake Holcombe
Annual Notice of Special Education Referral and Evaluation Procedures
Annual Cornell & Lake Holcombe Courier Publication

Upon request, the School Districts of Cornell & Lake Holcombe are required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When a 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.

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.

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 disability. A referral may be made by contacting the School Psychologist of both districts, at the Cornell School District, P.O. Box 517, Cornell, WI 54732, 715-861-6947 or at Lake Holcombe School District, 27331 262nd Avenue, Holcombe, WI 54745, 715-595-4241.