

Special Education Referral Process

Special Education: Robein District 85 provides special education and related services to eligible students with IEPs (Individualized Education Programs) in accordance with federal and state laws and regulations (Individuals with Disabilities in Education Improvement Act—IDEIA/IDEA, Illinois State Board of Education—Part 22 of Illinois regulations). In order to receive special education services, students must be evaluated and determined eligible in accordance with these regulations. Any parent/guardian of a child, any teacher or staff member, or any community service agency employee may make a referral for an evaluation. Referrals may be made regardless of disability, race, language, or background. For children ages 3–5 not yet enrolled, parents may contact Robein School to request an evaluation.

To make a referral for a Special Education Evaluation:

The person making the request must directly contact the Robein School Principal, Brad Bennett, or Special Education Coordinator, Crystal Benes, at 309-694-1409, to make the referral. A referral for evaluation may be made verbally or in writing. If the request is made verbally, school staff will assist in putting the request into writing.

The Principal or Special Education Coordinator will commit the request to writing and submit it to the Special Education Staff. Parents/Guardians will be provided with notice of Procedural Safeguards when follow-up contact is made by the Special Education Coordinator.

The person making the referral must provide the student's name, their relationship to the student, and areas of specific need and concern. The Principal or Special Education Coordinator will provide any assistance needed in completing this referral.

The school team, including the parent/guardian, will review the referral and existing data to determine whether an evaluation is warranted. This decision will be made within 14 school days of the date the written referral is received by the district. Parents/guardians are members of the educational team and will be invited to participate in all meetings regarding their child.

If the district determines that an evaluation is warranted, written parental consent is required before the evaluation can begin. Once written consent is obtained, the evaluation will be completed within 60 school days in accordance with Illinois law.

Upon completion of the evaluation, a team including the parent/guardian will meet to review the results and determine eligibility for special education services. If the student is found eligible, an Individualized Education Program (IEP) will be developed.

A parent/guardian may request an evaluation at any time, and the use of interventions or a Multi-Tiered System of Supports (MTSS) shall not delay or deny the right to request an evaluation.

This information is available in other languages upon request.