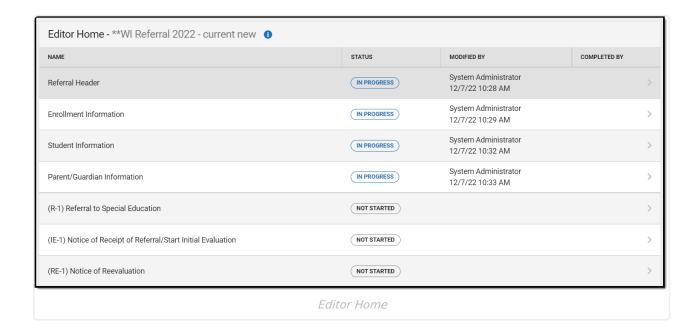# Wisconsin Referral

[Editors](#)

Tool Search: Special Ed Documents

Evaluations are used to document the student's educational needs and the student's determination of eligibility for special education. This document describes each editor, the section(s) of the print format that include the entered information, a description of each field on the editor, and any special considerations and instructions for using the editor and fields.

An evaluation must be created whether or not the student is determined to have a disability. A copy of the evaluation summary report, including the documentation of eligibility, is given to the student's parents by the school district.

> The current format of this document is the **WI Referral 2023**. Evaluation formats are selected in [Eval Types](#).

Editor Home

Editors

[Referral Header](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [(R-1) Referral to Special Education](#) | [(IE-1) Notice of Receipt of Referral/Start Initial Evaluation](#) | [(RE-1) Notice of Reevaluation](#) | [(RE-2) Notice of Additional Reevaluation](#)

The following section lists each editor and describes each field on the editor.

Referral Header

The Referral Header editor lists general information about the referral for special education evaluation.

> This editor must be saved before continuing to other parts of the evaluation. Field definitions may vary by district.
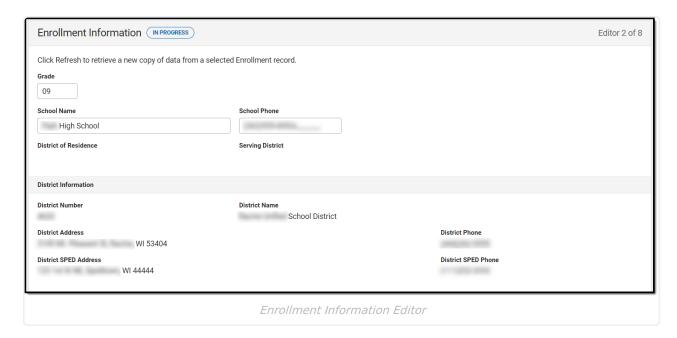

Referral Header Editor

▶ Click here to expand...

Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment.

> The **Refresh** button retrieves a fresh copy of data from the student's record.

Click Refresh to retrieve a new copy of data from a selected Enrollment record.

Grade
09

School Name
Tech High School

School Phone

District of Residence

Serving District

District Information

District Number

District Name
Racine Unified School District

District Address
WI 53404

District Phone

District SPED Address
WI 44444

District SPED Phone

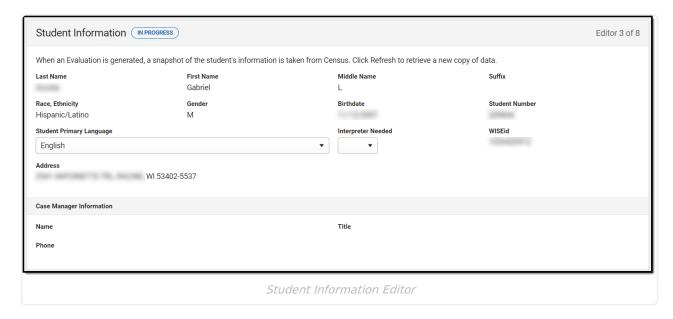*Enrollment Information Editor*

▶ Click here to expand...

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Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

> The **Refresh** button retrieves a fresh copy of data from the student's record.

When an Evaluation is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.

Last Name

First Name
Gabriel

Middle Name
L

Suffix

Race, Ethnicity
Hispanic/Latino

Gender
M

Birthdate

Student Number

Student Primary Language
English

Interpreter Needed

WISEid

Address
WI 53402-5537

Case Manager Information

Name

Title

Phone

Student Information Editor

▶ Click here to expand...
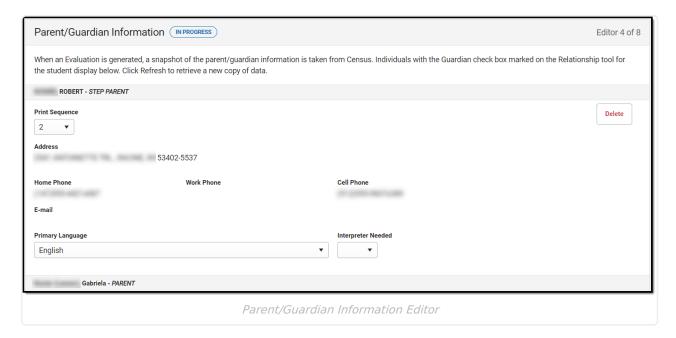
Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's Relationships tool. The editor includes Demographics information for the student's guardian.

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the IEP.

The **Refresh** button retrieves a new copy of parent/guardians' data. This also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

When the **Private Flag** is marked on the Team Members tool for the parent/guardian, all contact information on this editor for that person is cleared out and a note on the editor display, "One or more records has been marked Private in the Team Members Tab. Contact information was not imported for those records and displays as blank below." On the printed document it reads, "Unpublished" in each of those areas.

When the **Educational Surrogate Flag** is marked on the Team Members tool, that person displays on the Parent/Guardian Information editor with "Educational Surrogate Parent" next to their name as the relationship and all other fields are hidden from the screen as well as on the printed document.

Parent/Guardian Information IN PROGRESS	Editor 4 of 8

When an Evaluation is generated, a snapshot of the parent/guardian information is taken from Census. Individuals with the Guardian check box marked on the Relationship tool for the student display below. Click Refresh to retrieve a new copy of data.

ROBERT - *STEP PARENT*

Print Sequence

2 ▼

Delete

Address

53402-5537

Home Phone   **Work Phone**   **Cell Phone**

E-mail

Primary Language   **Interpreter Needed**

English ▼   ▼

Gabriela - *PARENT*
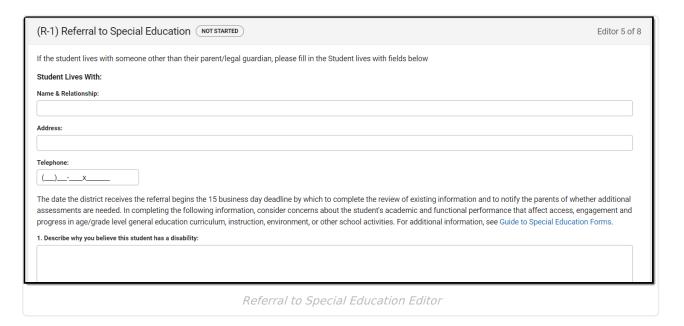
Parent/Guardian Information Editor

▶ Click here to expand...

(R-1) Referral to Special Education

The Referral to Special Ed editor records why the student was referred to a special education program and how that information was communicated to the parent/guardian.

When this editor is placed in a Not Needed status, it does NOT display on print. It displays on print when the editor is in a Complete or In Progress status.
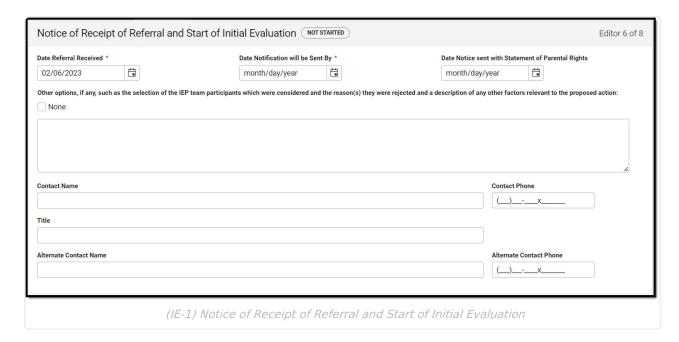

(R-1) Referral to Special Education NOT STARTED   Editor 5 of 8

If the student lives with someone other than their parent/legal guardian, please fill in the Student lives with fields below

Student Lives With:

Name & Relationship:

Address:

Telephone:

( ) - X

The date the district receives the referral begins the 15 business day deadline by which to complete the review of existing information and to notify the parents of whether additional assessments are needed. In completing the following information, consider concerns about the student's academic and functional performance that affect access, engagement and progress in age/grade level general education curriculum, instruction, environment, or other school activities. For additional information, see Guide to Special Education Forms.

1. Describe why you believe this student has a disability:

Referral to Special Education Editor

▶ Click here to expand...

(IE-1) Notice of Receipt of Referral/Start Initial Evaluation

The Notice of Receipt or Referral/Start Initial Evaluation editor is used to document the school received a referral for the student and who was involved.

(IE-1) Notice of Receipt of Referral and Start of Initial Evaluation

▸ Click here to expand...

(RE-1) Notice of Reevaluation

The Notice of Reevaluation editor is used to document the ways in which the school was notified of the need to reevaluate the student.

(RE-1) Notice of Reevaluation Editor

▸ Click here to expand...

(RE-2) Notice of Additional Reevaluation

The Notice of Additional Reevaluation editor is used to document the need to reevaluate the student more than once a year.

Notice of Additional Reevaluation Editor

▸ Click here to expand...

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Previous Versions

Referral (Wisconsin) [.2335 - .2339]
Referral (Wisconsin) [.2251 - .2331]
Referral (Wisconsin) [.2231 - .2247]