



HARTLAND-LAKESIDE SCHOOL DISTRICT

Annual Notice of Special Education Referral and Evaluation Procedures

Upon request, the Hartland-Lakeside School District is required to evaluate a child to determine eligibility for special education services. A request for evaluation is referred to as a referral. When the district receives a referral, it will assign an Individualized Education Program (IEP) team to evaluate whether the child has a disability and requires special education services. The district is responsible for locating, identifying, and evaluating all children with disabilities, including those enrolled by their parents in private (including religious) schools, as well as elementary and middle schools within the district.

Professionals such as physicians, nurses, psychologists, social workers, or administrators of social agencies who reasonably believe that a child brought to them for services may have a disability are legally required to refer the child to the school district in which the child resides. This includes homeless children. Before making the referral, the individual must inform the child's parent or guardian that the referral will be submitted.

Others, including parents or guardians, who reasonably believe a child may have a disability may also refer the child, including homeless children, to the school district where the child resides.

Referrals must be submitted in writing and include the reason the person believes the child may have a disability. A referral can be made by contacting Dina Bunke, Director of Student Services, Hartland-Lakeside School District, at 414-963-3924 or dbunke@hartlake.org, or by writing to the Director at 800 E. North Shore Drive, Hartland, WI 53217.