

RIPLEY - OHIO - DEARBORN SPECIAL EDUCATION COOPERATIVE  
REFERRAL MEETING

Student: \_\_\_\_\_ D.O.B. \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

The student's information was reviewed by the following team members:

_____	_____
School Psychologist	Educational Consultant
_____	_____
Classroom Teacher	Parent
_____	_____
School Representative	Other

Based on a review of available information (e.g., ROD 2:3, ROD 1.2, intervention fidelity data, RTI parent letter, work samples), the decision was made to: (check all that apply)

**Proceed with a referral for initial evaluation:**

- Review the *Notice of Parent Rights* with the parent (if parent is in attendance)
- Complete the ROD 2:4A
- Provide parent with a copy of the *Notice of Parent Rights*
- Provide parent with a copy of the ROD 2:4A
- Distribute rating scales to parent
- Distribute ROD 2:2 to parent
- Complete any needed release forms
- Distribute rating scales to teacher(s)
- Copy of all packet information kept at school
- Packet submitted to ROD office

**Refuse a referral for initial evaluation:**

- Review the *Notice of Parent Rights* with the parent (if parent is in attendance)
- Complete the ROD 2:4B
- Provide parent with a copy of the *Notice of Parent Rights*
- Provide parent with a copy of the ROD 2:4B
- Copy of all packet information kept at school
- Packet submitted to ROD office

**Continue with the intervention process:**

- Review and/or revise current intervention plan, including plan for progress monitoring
- All packet information kept at school

**Develop a new intervention plan:**

- Develop an intervention plan or schedule a meeting to develop a plan
- All packet information kept at school

**Parent has agreed to withdraw request for evaluation at this time.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date