

**SCHOOL DISTRICT OF NEW HOLSTEIN  
ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION  
PROCEDURES**

Upon request, the School District of New Holstein is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the 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.

No person shall on the basis of age, race, color, creed, national origin, sex, physical, mental, emotional, learning, or developmental disability, handicapping condition, marital or parental status, ancestry, sexual orientation, arrest record, conviction record, religion, pregnancy, physical condition, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or use or nonuse of lawful products be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program by the School District of New Holstein as required by Title VI, Title IX, Section 504, and Title II of the ADA.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Beth Wiltman at (920) 898-2008, or by writing her at New Holstein Elementary School, 2226 Park Avenue New Holstein, WI 53061-1097

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