

## **HOW TO MAKE A REFERRAL FOR AN EVALUATION TO DETERMINE IF A CHILD IS ELIGIBLE FOR SPECIAL EDUCATION SERVICES**

A student is determined eligible to receive specialized instruction from Special Education services when evaluations and information about the student demonstrate all of the following factors:

1. The student has a diagnosed disability
2. The student meets the criteria for one or more of the 14 classifications identified in N.J.A.C. 6A:14-3.5 ©
3. The disability adversely impacts the child's educational performance
4. The student requires Special Education

If you believe your child has a disability, you can request an evaluation of your child by submitting a letter to the Marlboro Special Services Department. Your request must have your child's full name, date of birth/grade, school and a statement similar to "I am requesting an evaluation for my child". Including information about your child or why you are requesting the evaluation is not required but is preferred. The request must include the following information:

1. Parent name
2. Parent phone number
3. Parent address
4. Child's name
5. Child's date and place of birth

In order for your request to be processed, your letter must have an **original signature**. You can submit this letter two ways:

1. Mail to:  
Department of Special Services  
Marlboro Middle School  
355 County Road 520 Marlboro, New Jersey 07746
2. Sign, Scan, Attach and email:  
[MarlboroReferrals@mtps.org](mailto:MarlboroReferrals@mtps.org)

Please note, emails without original signature will not be accepted.

### **What happens next?**

The district has twenty days (not including school holidays) to conduct a referral meeting to determine if an evaluation is warranted. The twenty-day timeline begins the

day the district receives your letter. As per a directive from the New Jersey Department of Education, a referral meeting must be held within twenty days of the request. This is regardless of whether or not the parent is able to attend the scheduled meeting. If you are unable to attend the meeting, contact the child study team member who sent the letter as soon as possible to determine if the meeting can be rescheduled within the required timeframe.