

Referral Procedures for Special Education

Children Birth Through 2 Years Old

Referrals can be made to:

- **Mrs. Tomye McKenna**, Director of Special Education at 308-324-3651 ext. 2242
- **LaRae Flood**, EDN Services at 308-237-2280

The Early Childhood team will contact families to conduct appropriate assessments to determine eligibility for special education services. Once parental consent is obtained, evaluations must be completed, and eligibility determined within **60 calendar days**, as per state and federal guidelines.

Children Ages 3-5

Referrals can be made to:

- Your child's preschool teacher
- **Mrs. Tomye McKenna**, Director of Special Education at 308-324-3651 ext. 2242

The district's evaluation team will contact families to conduct appropriate assessments to determine eligibility for special education services. Once parental consent is obtained, evaluations must be completed, and eligibility determined within **60 calendar days**, as required by law.

Children School Age (5-21)

Referrals can be made to:

- Your child's teacher
- The building principal
- **Mrs. Tomye McKenna**, Director of Special Education at 308-324-3651 ext. 2242

Jacy Ostergard, School Psychologist, will contact families to develop an evaluation plan. After parental consent is obtained, evaluations must be completed, and eligibility determined within **60 calendar days or 45 school days**, in compliance with legal timelines.

Students Who Move into the District

For students who have received special education services in their previous district: Special education personnel will contact families to set up an IEP meeting. The IEP team will determine the necessary steps to reinstate or continue special education services for the child.

If additional evaluations are required, these must be completed, and eligibility determined within **60 calendar days or 45 school days** of obtaining parental consent.