

Completing a Lane Regional Inclusive Services Referral in Qualtrics

Submitting a referral to **Lane Regional Inclusive Services** is an important step in ensuring that students with unique learning needs receive the specialized support they require. This process allows school districts and specialists to formally request services for **Visually Impairment, Deaf and Hard of Hearing, Deaf/Blind, Autism, Orthopedic Impairment and Traumatic brain injury**. The following section outlines the necessary steps to complete and submit a referral to Lane Regional Inclusive Services in alignment with district and regional guidelines.

The first page on the referral form will outline all the required documents for starting a RIS evaluation. **It is important to make sure you have all the list documents before submitting the referral.**

Fill out the following information on each page.

- Student information and current district
 - First and last name
 - Date of Birth
 - Age
 - Current Grade
 - Current district and attending school
- Parent/Guardian information
 - ❖ Information from the parent/guardian that is responsible for making decisions about the student's education
- Indicate if student is already eligible for Special Education or if this is an initial eligibility
 - ❖ In the case that the student is eligible for special education services, please indicate the date of the most current IEP, the eligibility determination date and the students current eligibility
- Contact information for Service Coordinator/Case Manager and District Administrator
- Specify who is completing the referral and who is authorizing this referral request.
 - ❖ Referrals should be submitted exclusively by Service Coordinator, Case Manager and or District Administrator
- Select all servicing being requested for student
 - ❖ You may select multiple services being requested on one referral submission.
- Indicate if the students is current receiving RIS services
 - ❖ If yes, please provide current IEP and current eligibility. All students need to be resubmitted.
- Upload all necessary documentation
 - ❖ Please ensure all required documentation is uploaded in the appropriate designated section