



## Pupil Personnel Services

36 Gordons Corner Road  
Manalapan, NJ 07726-3758  
(732) 786-2750  
Fax: (732) 786-2751

*John J. Marciano Jr., Ph.D.*  
Superintendent  
jmarciano@mersnj.us

*Georgianna Petillo, M.A.*  
Director  
[gpetillo@mersnj.us](mailto:gpetillo@mersnj.us)

*Cindy Cimino, Asst. Director*  
ccimino@mersnj.us

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

Special Education is defined by 20 U.S.C.A. 1401 (29) as specially designed instruction to meet the unique needs of a child with a disability. 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 (c)
3. The disability adversely impacts the child's educational performance
4. The student would benefit from Special Education and Related Services

If you believe your child has a disability, you can request an evaluation of your child by submitting a letter to the Manalapan-Englishtown Regional School District. Your request should 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 of birth

Please submit your request to your child's school or Pupil Personnel Services at the address below. Another option is to fax your signed request to (732) 786-2751:

Pupil Personnel Services  
36 Gordons Corner Road  
Manalapan, New Jersey 07726

**The District is not able to accept requests by email.**

If you are a resident, but your child is enrolled in a private school, your evaluation will be performed by the Monmouth-Ocean Services Commission:

[www.moesc.org/services/ChildStudySharedServices.aspx](http://www.moesc.org/services/ChildStudySharedServices.aspx) or (732) 695-7800.

If your child is homeschooled, please contact the district directly at (732) 786-2750.

The district has 20 days (not including school holidays) to conduct a referral meeting to determine if an evaluation is warranted. The 20-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 20 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. A referral meeting that cannot be rescheduled within the required 20 days, must be held to meet the 20-day timeline. Parents who are unable to attend can submit another letter for evaluation.

Preparing for the meeting is important. Please bring with you, all pertinent information including evaluations you may have had done, anecdotal notes about your child's struggles, letters from childcare and work samples that demonstrate the reasons for your concerns. The meeting participants include a Psychologist, Social Worker, Learning Disability Teacher-Consultant (LDT-C), parent, and a regular education teacher knowledgeable about district programs. If applicable, related service providers and District Representatives may attend. You may also bring with you individuals that support your concerns. Together, the meeting participants will review the information available to determine if an evaluation is warranted. An evaluation is warranted when more information is needed to answer the following questions:

1. Does the child have the potential to meet any of the disabilities identified in N.J.A.C. 6A:14-3.5 (c)?
2. What are the present levels of functioning?
3. Is there an adverse impact on the child's educational performance?
4. Does the child need special education and related services?

If it is determined that evaluation is warranted to answer the questions above, an Evaluation Plan is developed. The Evaluation Plan will identify the type of evaluation(s) that will be conducted. Evaluations may include but are not limited to the following: educational evaluation, psychological evaluation, social evaluation, occupational therapy evaluation, physical therapy evaluation, assistive technology evaluation, functional behavioral assessment, etc. Evaluations are chosen based on the areas of weakness demonstrated by the student and the additional information needed to determine eligibility for Special Education and Related Services.

Once the evaluation plan is developed, consent from the parent to evaluate is required. No evaluations can occur without the parent's consent. Parental consent is defined as the parent's signature on the Evaluation Planning form. The Evaluation Planning form can be signed at the

meeting or the parent can take the form home and send back to the district within 15 days. Once parental consent is received, the district has 90 days to complete the evaluation and conduct an Eligibility meeting to determine eligibility. You will receive written evaluation reports 10 days prior to this meeting. If your child is eligible, the development of an individualized education plan typically follows the eligibility meeting. If the IEP is not developed following the eligibility meeting, an IEP is required to be developed within 30 days. Parental consent is required to implement the initial IEP.

If you have further questions about this process, feel free to speak with a child study team member in your school or special education administrator in Pupil Personnel Services at 732-786-2750.