

5. An IEP meeting will be held at the designated site to determine eligibility for Special Education, including VI and/or O&M. The recommended services will be indicated on the IEP and a case manager assigned.

(B) Referring Students Who Are Currently in Special Education (already has an IEP, but has not yet been qualified as Visually Impaired)

For students who are already eligible for Special Education services, and who are receiving services, the Special Education teacher who is the Case Manager for the student will do the following if the IEP team thinks the student has some sort of visual impairment:

1. Notify the VI program (510-307-4642); email address: tchow@wccusd.net . This is a **pre-referral**.
2. The VI Program immediately provides the Case Manager a VI Referral Packet to complete. This packet will include:
 - (a) Authorization of Release of Information for the parent to sign.
 - (b) A checklist/questionnaire for the teacher to fill out regarding the student's vision and vision use
 - (c) A questionnaire for the parent to fill out regarding the student's vision and vision use.

The completed VI Referral Packet should be returned to the VI Program at Pupil ~~Service~~ Sent's

PROCEDURES FOR REFERRAL FOR VISUALLY IMPAIRED SERVICES

- (C) Students who are transferred from another school district and are already eligible for services in the Visually Impairment Program (has an IEP from previous district**