



Code: JHDA
Adopted: 11/15/88
Revised: 2/17/98

Referral Procedures

Psychological tests, excluding intelligence tests, will be administered by the district to students only by licensed psychologists/psychometrists employed for this purpose or by interns under their supervision. Adherence to this policy will ensure quality psychological services and will protect the educational rights, dignity and privacy of students and parents.

Psychological evaluations will be made only after informed and written consent is obtained from the student's parent or surrogate, unless the student is of legal age to give his/her informed and written consent. Psychological data will be only one of several criteria used for determining any change in a student's educational program. Psychological data older than three years will not be used as the basis for prescriptive teaching or placement.

To ensure confidentiality of psychological records, written parental consent is required prior to the release of psychological data. Parents will also be informed of their right to: (1) inspect all psychological records pertaining to their student and (2) a hearing to challenge the contents of their student's psychological records. Students 18 years of age and older will be extended all education records rights heretofore accorded to parents.

Referrals for psychological services received from component school districts shall be assigned to psychological services staff members on a weekly basis. Types of services requested, skills and expertise of individual staff members, urgency and availability of staff members shall be among the considerations upon which assignments are based.

Once a service provider or case manager is assigned a particular referral, the referring district or contact person shall be notified. Notification shall also include expected times and places services shall be provided.

When appropriate, ESD staff members shall consult and confer on individual cases, pooling their expertise and resources in dealing with the referral question or problem.

END OF POLICY

Legal Reference(s):

[OAR 581-015-0037](#)
[OAR 581-015-0051](#)

[OAR 581-021-0030](#)
[OAR 581-021-0046 \(7\)](#)

Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).
Act of August 21, 1974, sec. 439, 20 U.S.C. sec. 1232h (1988).

Cross Reference(s):

Policy JO - Education Records