

PLATTSBURGH CITY SCHOOL  
DISTRICT  
Special Education Office  
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## **POLICY ON WITHDRAWAL OF REFERRALS**

In order to maintain compliance with regulations concerning the withdrawal of a referral, the following stipulations must be met:

- ◆ The withdrawal of referral must be completed and signed within 10 days of the building administrator's receipt of the referral.
- ◆ The parent and the person submitting the referral must agree in writing.
- ◆ The parent must receive a copy of the agreement.
- ◆ Each agreement must specify alternative methods suggested to resolve the identified learning difficulty.
- ◆ A follow up conference within an agreed to period of times must be established for follow up purposes.
- ◆ A copy of the agreement must be placed in the child's cumulative folder.
- ◆ A withdrawal of referral must be accompanied by a completed CSE 16.

### **Summary**

The following should be sent to the CSE for action:

1. CSE 16 Building Team Recommendation
2. CSE 18 Agreement to Withdraw Referral