

SPECIAL EDUCATION INTAKE REFERRAL PROCEDURES

1. Residency verification is to be completed with BUSD Admissions department

(510) 644-6504
admissions@berkeley.net

- Online Enrollment Form
- Student's birth certificate
- Student's current report card or transcript
- Parent's valid governmental picture identification card (i.e. CA ID or CA DL)
- Proofs of Berkeley residency (must submit two)

All Proofs must be current originals (issued within the last 2 months) imprinted with the name and current Berkeley residential address of the parent/legal guardian. A student can only have **one** residency for purposes of establishing residency. Only personal accounts will be accepted (No care of, DBA or Business accounts).

All of the following must be submitted to the Special Education office for referral consideration:

2. Student Referral form (to be completed by parent/guardian, teacher or referring agency)
3. Permission to Exchange Information (separate forms for each agency involved with the student)
4. Parent Identification (i.e. CA driver license or ID card; passport; military ID, etc.) Court documentation for any child who is a ward of the court or residing with a foster parent or other legal guardian to verify the holder of educational rights. [per CA EdCode 50628]
5. Hearing and Vision screening documentation (must be within 1 year of referral) [per 34 CFR 300.532]
6. Proof of immunization for: polio, DPT (diphtheria, tetanus, and pertussis), MMR (measles, mumps, rubella), hepatitis B and chickenpox. [per SB 277]

Immunizations are offered by the City of Berkeley Health Department Immunization Clinic at 830 University Avenue on Tuesdays and Thursdays from 1-4 pm. Please call 510.981.5350

8. Copies of any prior assessments to be considered with this referral (i.e. previous school district; private medical; psychological; speech & language; RCEB or HeadStart screening assessments, etc.)
9. Copies of prior IEP or IFSP documents to be considered with this referral