



## Child Study/School-Based Teams – How to Prepare and What to Expect Factsheet for Virginia’s Parents

### What is a School-Based Team (SBT)?

A **School-Based Team (SBT)\*** is a group of educators within your child’s school that reviews **concerns about a student’s learning or behavior** and works to identify supports and interventions that may help the student succeed. These teams are often the **first step in the process to determine if an evaluation for special education and related services** is necessary. The team typically includes the person making the referral, teachers and specialists familiar with your child’s learning or behavior, the school principal or designee, and other staff knowledgeable about interventions and supports available.

### When Does a School-Based Team Get Involved?

- A **parent expresses concern** about their child’s development, learning, or behavior.
- A teacher notices a **student is struggling** despite typical classroom strategies.
- A student is **suspected of having a disability** and is referred by a teacher, parent, or other school staff through a screening process.
- **Progress is not being** made despite interventions.

**Anyone can refer** a student to the school-based team for a special education evaluation.

### What School-Based Teams Do

At an SBT meeting, the team **reviews concerns** about a student’s learning or behavior and **looks at existing information**, such as classroom performance, observations, and attendance. The team may suggest **targeted strategies or interventions** to support the student and decide **whether a special education evaluation** is needed to determine if the student needs special education and related services.

\*The SBT may be referred to by a different name in your school division, such as Child Study Team, Local Screening Committee, Intake Referral Team, etc.

### Important Things Families Should Know

- An SBT **cannot delay or deny** a special education evaluation if a disability is suspected.
- Parents may request a special education evaluation **at any time**, even if interventions are ongoing.
- Parents should receive information about the **strategies or interventions** being tried and how progress will be measured.
- Schools must provide **Prior Written Notice** when they propose or refuse a referral for evaluation.
- Interventions must be appropriate and based on the student’s needs, not used as a “wait and see” approach. Interventions can take place while the evaluation moves forward.

# Child Study/School-Based Teams – How to Prepare and What to Expect

## How Families Can Prepare

### Before the meeting:

- Write down your concerns and questions (academic, behavioral, social/emotional, developmental).
- Bring work samples, reports, notes, behavior logs, etc., if available.
- Think about what works and what doesn't for your child and their strengths and challenges.

### During the meeting:

- Ask the team to explain what data they reviewed.
- Clarify what interventions will be put in place and how progress will be tracked and shared.
- Ask what happens if strategies do not work and how long they will be tried.
- Ask when the team will meet again to review the plan and progress.

### After the meeting:

- Follow up in writing on any agreements.
- Ask for progress monitoring reports and dates for review meetings.

## If a Special Education Evaluation Is Recommended

- The school must provide a written notice and a copy of the procedural safeguards to parents.
- Parent consent is required before testing begins.
- The evaluations and an eligibility determination must be completed within **65 business days** from the initial referral date.
- If the student is found eligible, an IEP must be developed within **30 calendar days**.

## ADDITIONAL INFORMATION/RESOURCES:

Child Find - PEATC

Referral to Evaluation Infographic - PEATC

What to Expect from Referral to Eligibility - PEATC

Virginia Family Guide to Special Education - VDOE

Regulations Governing Special Education Programs for Children with Disabilities in Virginia

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For more information about us, please contact:

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