

STEPHANIE KUEHN
High School Principal
320-543-4600

RACHEL BENDER
Community Ed Director
320-543-4670

“Committed to Education Excellence”
Independent School District No. 2687
Nate Walbruch, Superintendent
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JENNIFER OLSON
Elementary Principal
Humphrey: 320-543-4680
Winsted: 320-543-4690

JIM SCHIMELPFENIG
Middle School Principal
320-543-4660

DISTRICT WIDE PHONE: 320-543-3900

To: Parents and/or Guardians of Home School Students
From: Kelly Klima, MAWSECO and HLWW Public Schools Supervisor of Special Education
Date: August 2023
Re: Special Education Referral Process and Special Education Services

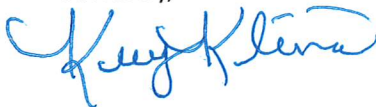
Howard Lake-Waverly-Winsted Public Schools will complete an assessment for special education services to home schooled students on an as needed basis by parent and/or guardian referral. If you feel your child needs an assessment to determine eligibility for special education services, please contact Linda Wharram at the email address or phone number below. Information will be gathered via telephone or email regarding the concerns related to the child. In some cases, the special education coordinator will review possible areas of eligibility or recommend skill specific interventions to be put into place prior to evaluation. The parent and/or guardian will be asked to complete a referral form.

Once this form is received by the district, the special education coordinator will review it with the child study team. If the child study team feels an assessment is warranted, an assessment manager (special education teacher) will be assigned. The assessment manager will develop an assessment plan with other team members and send it to the parent and/or guardian for signature. No initial assessment can begin without a parent and/or guardian signature approving the assessment. Once this signature is approved, the team has 30 school days to complete the testing. After testing is complete, an evaluation report will be shared with the parent and/or guardian and eligibility criteria will be reviewed.

If a student qualifies for special education services, the team (including parent and/or guardian) will develop a plan for services to take place at the public school depending on the student's identified needs.

Further information can be obtained by contacting Kelly Klima at the email address or phone number below.

Sincerely,



Kelly Klima, Special Education Supervisor
MAWSECO and Howard Lake-Waverly-Winsted School District
320-543-3900 ext 2144 or 320-543-4646 ext 6 or kklima@mawseco.k12.mn.us

Serving the communities of:
Howard Lake, Waverly, and Winsted