

Frequently Asked Questions...

SESA Referrals



Q1. How does a school district obtain SESA services?

Please contact your special education director/coordinator about SESA services.

Q2. What are the eligibility requirements for SESA services?

Click here to view [Alaska Statute Sec. 14.30.640 Eligibility for Service](#).

Q3. What documents will I need to submit?

Documents include: *medical records/reports, Media Release Form, Mutual Exchange of Information (MEI) Form, Eligibility Summary & Eligibility Report (ESER), & Individualized Education Plan (IEP).*

Q4. What type of medical records/reports do I need to supply?

The type of medical record or report you need to supply depends on the category of disability:

AUTISM	Medical or Psychological report including the diagnosis of autism
DEAF & HARD OF HEARING	Recent audiogram from audiologist
DEAF-BLIND	Audiogram from audiologist & eye report from an ophthalmologist/optometrist
MULTIPLE DISABILITIES	Medical, related service, and psychological reports specific to the disability
EMOTIONAL DISTURBANCE	Medical or psychological report
VISION IMPAIRMENT	Eye report from an ophthalmologist/optometrist

Q5. Who provides the documents?

The requesting school district completes the SESA forms, obtains parental signature(s), provides the required documents, and sends the referral to SESA.

Q6. How will I know if my referral has been approved?

All approved referrals will be issued a Notification of Status which will be emailed to the referring Special Education Director confirming the service effective date and assigned specialist.

Q7. How long does the referral review process take?

The turnaround time on a completed referral is 10 business days. A lead specialist may require additional information to determine eligibility of services (e.g., diagnostic reports, medical reports, etc.). If this information is received in a timely manner, the review process will continue and a Notification of Status will be provided to confirm status.

Q8. How soon will a SESA Specialist be sent to our site to provide services?

Once a student is assigned to the SESA caseload, the assigned specialist will initiate contact with the Special Education Director and teacher to develop a plan of service based on student and team needs.

Q9. What happens during a SESA site visit?

Common activities during a site visit may include:

- Contact with SPED Director
- Student observation
- Meetings with students' teams
- Modeling of interventions for teachers and paraprofessionals
- Parent/family contact
- Creating model tools, such as social stories and schedules
- Exit meeting describing recommendations

Q10. Where can I find the [Mutual Exchange of Information \(MEI\)](#) form and/or the [Media Release form](#)?

You can find these forms in the right-hand column (*Referral Resources*) of the SESA REFERRALS section of the SESA website.

Q11. What if I don't want to fill in the online referral form?

There is an option for downloading the print version. You could then fill it in and email it to: referrals@sesa.org

**Q12. We are working on getting a current and updated ESER/IEP.
Can I attach an old one?**

We would prefer if you could get the most recent documents for the referral. If you are in the middle of finishing an online referral, you can always save and come back later to finish.