



# COOPERATIVE ASSOCIATION for SPECIAL EDUCATION

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Georgia J. Peceniak  
Executive Director

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Dear Educator:

The Cooperative Association for Special Education (C.A.S.E.) is pleased to provide you the attached Low Incidence Referral Packet for hearing, vision, and physical itinerant services. All enclosed forms may be duplicated.

Referrals to Low Incidence Itinerant Services, as part of the full and comprehensive case study, for individuals 3 to 21 years, are made by the multi-disciplinary team when the student is being considered for special education services or at any time when an educational disability in the areas of hearing, vision, or physical impairment is suspected. The referral process should follow district procedures in accordance with state and federal statutes and regulations.

Please mail a copy of the completed itinerant referral to:

Karen Cannon-Janettas  
C.A.S.E. Itinerant Services  
1104 N. Main Street  
Lombard, IL 60148

When all referral materials are received, the student will be evaluated by a member of the C.A.S.E. Itinerant Services diagnostic staff in the low incidence domain requested. There will be a diagnostic evaluation charge for each individual evaluation. The school district will receive a copy of the functional report and be billed for the service upon completion of the evaluation.

C.A.S.E. staff members are available if needed to in-service school districts regarding the use of these forms. If you have any questions regarding the enclosed information or children considered for evaluation, please feel free to contact us.

Respectfully,

Karen Cannon-Janettas  
Itinerant Services Administrator