Parent makes a Written Request to Campus Administrator for a Special Education Evaluation

Parent Request for Special Education Evaluation

Executive Director will:

1. Log and track the request
2. Request PIEMS clerk to add student to eSPED

Evaluation is Denied

1. Provide parent with Prior Written Notice of Refusal to evaluate
2. Send copy of Notice of Refusal to Executive Director

This must be done before the 15th school day following date of the request to evaluate.(\* see back)

Executive Director will log Recommendation or Denial

Campus assessment staff will:

1. Review Request
2. Meet with classroom teacher/observe in classroom if needed
3. Schedule CART
4. Review CART finding with campus staff

This should be completed within 10 school days

Counselor will gather information for the Request for Evaluation, Section I, within 5 school days.

Counselor may want to schedule a brief SST meeting for only staff that work with student and assessment staff, to review student performance

Campus Administrator sends a copy of the request to Counselor, Assessment staff and Executive Director Special Services

Evaluation is Recommended:

1. Schedule consent meeting with parent and provide parent with Prior Written Notice of recommendation to evaluate
2. Notify campus staff of consent meeting
3. Notify Executive Director that Evaluation will take place

This must be done before the 15th school day following date of the request to evaluate. (\* see back)

Scenarios regarding Written Request and 15 School-day Timeline:

1. Staff member has a parent verbally request their child be evaluated for Special Education. The staff member must ask the parent to provide a Written Request to Evaluate to the campus administrator. The timeline begins on the date after the campus administrator receives the written request. (example: principal receives written notice on Monday, 10/10/16. 15 school-day timeline starts on Tuesday,10/11/16)
2. Staff member receives an email from a parent requesting that their child be evaluated for Special Education Services. The staff member must forward the email to the campus administrator. (example: staff member receives an email on Monday, 10/10/16 requesting child be evaluated for special services. Staff member forwards the email to the campus principal on Tuesday, 10/11/16. 15 school-day timeline starts on Wednesday, 10/12/16)