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

Parent Request for Special Education Evaluation

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

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

(LD referral must include the Section I Addendum)

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

Executive Director will:

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

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)

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