

Parent Procedures for Requesting an Initial Evaluation

Parents who believe that their child may have a disability that is impacting his/her ability to be successful in school may request an educational evaluation.

If you suspect that your child may have a disability contact, either verbally or in writing the person listed below:

School age - Building principal

Private School - Building principal

Preschool - Mrs. Kim Boynton, PACE coordinator 262-5833

Homeschooled - Mrs. Mary Jo Sartorius, director of special education 262-5542

When you request an evaluation, you may be encouraged to have your child participate in a process known as general education intervention (GEI). If you decide to try GEI, you will receive a *notice of initial evaluation refusal*, indicating that you have agreed to try the intervention process.

If you decide that you still want an evaluation, you will be asked to complete a form called a *social and developmental history*. You will also be asked to provide any pertinent medical information that would inform the evaluation. After those documents are received, you will be asked to sign consent for evaluation and will receive the *notice of initial evaluation*. The school must complete the evaluation and hold the case conference committee (CCC) meeting to review the evaluation results and determine eligibility for special education, and if eligible, create the individual education plan (IEP) within fifty (50) school days.

The educational evaluation must be completed by a multidisciplinary team, which is a group of qualified professionals who conduct the educational evaluation with input from you. The qualified professionals include, but are not limited to, the following:

* At least one teacher licensed in or other specialist with knowledge in, the area of the suspected disability.
* A school psychologist, except for a student with a suspected:
	+ Developmental delay (preschool), in which case the multidisciplinary team shall be at least two qualified professionals from different disciplines based upon the needs of the student:, or
	+ Speech impairment only, a speech-language pathologist may serve as the sole qualified professional on the multidisciplinary team.
* For a student with a suspected specific learning disability, the following:
	+ The student’s general education teacher or, if the student does not have a general education teacher, a general education teacher qualified to teach students of the same age.
	+ For early childhood students, an individual who holds an appropriate license to teach early childhood special education.
* For a student who:
	+ Is blind or has low vision;
	+ Is deaf or hard of hearing; or
	+ Has suspected multiple disabilities:

The public agency may request that representatives of the state operated schools serve as part of the multidisciplinary team only if the parent has provided written consent, in addition to the written consent to conduct the initial educational evaluation, for the representative’s participation in the educational evaluation.

You will be notified by letter when the evaluation report is completed. The report will be available to you within five (5) days prior to the CCC meeting, which will be scheduled at a time that is convenient for you to attend. You may also request a meeting to have the results of the educational evaluation explained prior to the case conference by contacting the school psychologist. During this process, you will most likely be contacted by the school psychologist, or other members of your child’s evaluation team.

Refusal to Evaluate

If, after reviewing all student documents, the school determines that they do not believe that your child has a disability, you will receive the *notice of initial evaluation refusal.* When you request an evaluation, you will receive a copy of procedural safeguards, this will provide you with your rights as a parent in the special education process.

Independent Educational Evaluation

If you disagree with the evaluation, you can request an independent evaluation by contacting Mary Jo Sartorius, director of special education. You will be asked to explain why you disagree.