

Procedure for Releasing Educational Evaluation Reports

to Parents/Guardians

*Article 7* specifies that:

If a parent requests, a copy of the *educational evaluation report* prior to the case conference committee

(CCC) meeting, the public agency must ensure that a copy of the *educational evaluation* report is made available at no cost to the parent not less than five (5) instructional days prior to the scheduled CCC meeting.

* The parent may go to the school during the five (5) instructional days prior to the case conference meeting to obtain a copy of the report. The parent will sign the *verification of receipt of copy of educational evaluation report*, which will be sent to the Student Services Department to be filed.
* If the parent requests a meeting to have the results of the educational evaluation report explained prior to the scheduled CCC meeting, the public agency must arrange a meeting with the parent and an individual who can explain the evaluation results within five (5) instructional days prior to the scheduled CCC meeting. The meeting shall be scheduled at a mutually agreed upon date, time, and place. A copy of the *educational evaluation report* must be provided at no cost to and reviewed with the parent at this meeting.

If the parent does not request a copy of the *educational evaluation report*, or a meeting to explain the evaluation, prior to the initial CCC meeting, the public agency must provide a copy of the *educational evaluation report* at no cost to the parent at the CCC meeting.

Any questions may be directed to the Student Services Department.