

## **INITIAL EVALUATION PROCESS**

**Evaluations must be completed, with the report to the parents, no later than 60 calendar days after the agency received written consent, not counting the calendar days from the day after the last day of spring term to the day before the first day of subsequent fall term.**

### **Parent initiated:**

1. Parent orally requests evaluation to teacher or other school personnel.
  - a. The teacher, or other school personnel, **immediately** notifies the Special Education Office.
  - b. Within 10 calendar days from the parent request date, the Special Education Office mails out the Permission to Evaluate-Evaluation Request Form, along with the Procedural Safeguards, to the Parent(s) to obtain request in writing. A return envelope addressed to the Special Education Office will be provided to the parents.
  - c. The Special Education Office will create a folder for the student documenting the date the request was made and the date the Permission to Evaluate-Evaluation Request Form was mailed home.
  - d. As soon as the evaluation is requested-the Special Education Office will begin collecting data so that the evaluation can be completed within the 60 CALENDAR DAY timeline. (forms to building principal, building guidance counselor, building nurse, and to the student's teachers)
  - e. After the Permission to Evaluate-Evaluation Request Form is received by the Special Education Office the Permission to Evaluate-Consent Form is mailed to the parent(s).
  - f. **Once the signed Permission to Evaluate-Consent Form is received by the Special Education Office, the timeline of 60 calendar days begins.**
  - g. After the evaluation is completed, the Evaluation Report (ER) will be written and presented to the parent(s)/team.

## **INITIAL EVALUATION PROCESS**

**Evaluations must be completed, with the report to the parents, no later than 60 calendar days after the agency received written consent, not counting the calendar days from the day after the last day of spring term to the day before the first day of subsequent fall term.**

2. Parent written request. Parent requests an evaluation in writing (letter, email, etc.)
  - a. The request must be sent to the Special Education Office **immediately**.
  - b. Within 10 calendar days from the receipt of the written request the Special Education Office mails out the Permission to Evaluate-Consent Form along with the Procedural Safeguards, to the Parent(s). A return envelope addressed to the Special Education Office will be provided to the parents.
  - c. The Special Education Office will create a folder for the student documenting the date the request was made and the date the Permission to Evaluate-Consent Form was mailed home.
  - d. As soon as the evaluation is requested-the Special Education Office will begin collecting data so that the evaluation can be completed within the 60 CALENDAR DAY timeline. (forms to building principal, building guidance counselor, building nurse, and to the student's teachers)
  - e. **Once the signed Permission to Evaluate-Consent Form is received by the Special Education Office, the timeline of 60 calendar days begins.**
  - f. After the evaluation is completed, the Evaluation Report (ER) will be written and presented to the parent(s)/team.

## **INITIAL EVALUATION PROCESS**

**Evaluations must be completed, with the report to the parents, no later than 60 calendar days after the agency received written consent, not counting the calendar days from the day after the last day of spring term to the day before the first day of subsequent fall term.**

### **School Initiated:**

1. Teacher or other school personnel requests evaluation. The teacher or other school personnel and the school team agree that an evaluation is necessary.
  - a. The Special Education Office mails out the Permission to Evaluate-Consent Form highlighting the reason for the evaluation and what tests/procedures will take place during the evaluation along with the Procedural Safeguards to the Parent(s). A return envelope addressed to the Special Education Office will be provided to the parents.
  - b. If the parent agrees to the evaluation. **Once the signed Permission to Evaluate-Consent Form is received by the Special Education Office, the 60 calendar day timeline begins****
  - c. After the evaluation is completed, the Evaluation Report (ER) will be written and presented to the parent(s)/team.