

Referral

- Contact your child's teacher or an administrator at the building to discuss your concerns.
- If you suspect your child has a disability that might require specialized instruction, ask for a referral to special education and submit to school personnel

Review Referral

- The school will contact you to set up a meeting to review the referral. If you have had an outside evaluation done, you can share this with the team at this meeting or prior to the meeting.
- With your input, the team will discuss your concerns, look at student data and determine if and what additional information they may need to determine eligibility.

Evaluation Process

- If the team decides to evaluate your child, we will ask for your signed consent. You will be provided a copy of your procedural safeguards as well.
- The team has 60 calendar days to conduct the evaluations and set up an eligibility meeting.

Eligibility

- The team will review the evaluations and share them with you in a way that you can understand the results.
- The team, with your input, will determine if your child's needs rise to the level of needing specialized instruction. The child must have a disability, that impacts their education, to such a degree that they cannot access general education without specialized instruction

IEP Development

- If your child is found eligible, the team will reconvene within 15 school days to develop an initial IEP
- If you agree to the initial services, you will provide written consent

IEP Process

- Your child's goals will be progress monitored and you will receive updates at least quarterly
- At least once a year the team will review and update the IEP
- At least every 3 years, the team will conduct a re-evaluation to determine continued eligibility for special education.