

The Evaluation Process

What Parent's Need To Know

Starting the evaluation process for your son or daughter can be overwhelming and confusing. Here are 5 general steps the school district uses to evaluate your child.



Step 1: Referral

Either a parent or a school district can request an evaluation when a disability is suspected. This another public agency can make a referral.



Step 2: Notice of School Intentions, Parent Consent

Within 30 days from receiving the referral, the school district will send parents a document called **Prior Written Notice**.

- This document will state whether the school will be initiating an evaluation or not. This document should clearly explain the reasoning to parents.
- If the school district decides to evaluate they must get **written consent** from the parents before evaluating the child. This is often done at a meeting called a **planning meeting**. During this meeting the school district will fill out a document called a planning form that will guide the team (parents included) in determining what data, information, assessments need to take place to complete the evaluation.



Step 3: Evaluation Planning/Assessment

After the consent form is signed by the parent and the planning form is completed, the school will begin evaluating your child. After consent is signed school districts legally have up to 60 days to complete the evaluation (although, it doesn't always take that long).

- Some of the types of information that could be included in an evaluation is: observations, interviews, record reviews, classroom based assessments, information shared from parents, intervention data, gross motor, fine motor, speech and language, vision/hearing, general intelligence.
- Some of the people who may be gathering this information are: school psychologist, special education teacher, regular education teacher, speech therapist, occupational therapist, physical therapist and health aide.



Step 3: Evaluation Planning/Assessment (cont.)

- The information gathered will be written into a report called the **Evaluation Team Report (ETR)**.
- The evaluation will be completed by professionals to see if your child qualifies for special education services.



Step 4: Evaluation Team Meeting

When the evaluation is completed you will be invited to a meeting called the **Evaluation Team Report (ETR)**. Everyone (school staff, parents, and psychologist) will share the information gathered. You will be given a copy of the results in a written report. A decision will be made whether or not your child will qualify for special education services.



Step 5: Individualized Education Program

If your child qualifies for special education services, a plan for success will be developed. This plan is called an **Individualized Education Program (IEP)**. Information gathered from the Evaluation Team Report will be used to identify what your child's needs are and will be used when writing goals and objectives for the IEP. (This information can be found on the needs and implications page of the ETR).

- Within 30 days the school will develop the IEP and an IEP meeting will be scheduled with the parents to review the drafted IEP.
- By law children are reevaluated at least every three years to determine eligibility.

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For more detailed/legal information parents can access (Procedural Safeguards) Whose IDEA Is This? Parents should be given a copy of this document when they sign consent for their child to be evaluated.