Initial Evaluation Process – PARENT REFERRAL Flow Chart

LEA receives a parent referral (verbal or written).

Provide procedural safeguards within 5 school days of parent request.

LEA staff determines if there is a reason to suspect a disability.

If there is, a reason to suspect a disability a Review of Existing Data is conducted within 30 calendar days of parent referral. This starts the evaluation process.

If there is no reason to suspect a disability, provide the parent with a Notice of Action – Refused within 30 calendar days of parent referral.

Additional data needed provide parents prior written Notice of Action for initial evaluation.

No additional data needed - provide parents prior written Notice of Action for initial evaluation.

Receive written consent from parent/guardian.

Receive written consent from parent/guardian.

Conduct evaluation.

Conduct Eligibility Determination Meeting within 60 calendar days of receipt of consent for initial evaluation.

For eligible students, develop IEP within 30 calendar days of eligibility determination; provide parent with Notice of Action for initial services and an Evaluation Report.

For ineligible students, provide parent with Notice of Action for ineligibility and an Evaluation Report.

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