

Initial Eligibility

Step 1: Request for Evaluation

A request for an evaluation is made by the parent to determine the child's eligibility for special education. It is best practice to make sure the request is in writing. A phone call may not be sufficient to guarantee consideration of an evaluation.

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14 School Days

Step 2: Decision to Proceed

At this stage the school district meets with the parents to determine whether evaluation should proceed. If yes, the district needs to determine what domains will be evaluated and will request the parents consent to do the evaluation.

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Timeline begins when parent gives consent

Step 3: Consent to Evaluate

The evaluation cannot proceed until the parent has provided informed written consent for the district to begin the evaluation. Timelines for completing the evaluation do not start until consent has been given by the parent.

Step 4: Evaluation

During a period of up to 60 school days, district personnel can take steps needed to complete evaluation. If any part of the evaluation is written in final form, it may be shared with the parent.

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60 school days
Step 5 must occur by the 60th day.

Step 5: Eligibility Conference and IEP

By the end of the 60th day, the evaluation team must meet with the parent to decide if the child is eligible for special education. If yes, an Individual Education Plan (IEP) team must then meet with the parent to develop the IEP for the student.

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Initial Placement does not occur until the parents signs consent

Step 6: Consent for Placement

Before special education services begin, the parent must provide written informed consent to allow the district to proceed with placement. Placement may begin no sooner than 10 days after the parent consents unless the parent gives permission for it to start sooner.