

# Special Education Process-Initial Evaluation (Ages 3-20)

## 1. Referral Submitted

## 2. Receipt of Referral

- ❖ SAU must define what date constitutes the receipt of referral. All referrals to the IEP Team must be acted upon in a timely manner.

## 3. Consent to Evaluate-Sent

- ❖ The IEP Team will review data, with or without a meeting, and determine the need for additional evaluations. A consent to evaluate form must be **sent within 15 school days**, of the receipt of referral.

## 4. Received Consent-Signed

- ❖ **Public schools**-initial evaluations must be **completed within 45 school days** of receiving parental consent.
  - ❖ **CDS**-initial evaluations must be **completed within 60 calendar days**.

## 5. IEP Team Meeting: Review Evaluations & Eligibility

- ❖ **Within the timeframe (45 school days)** meet to determine if the child is a child with a disability.
  - ❖ If a disability is determined, an IEP must be developed.

## 6. Initial Consent for Services

- ❖ Informed consent from the parent must be obtained before providing services.

## 7. Initial IEP

- ❖ An IEP Team Meeting to develop an IEP must be conducted **within 30 calendar days of determination** that the child needs special education and related services.\*\*
  - ❖ A copy of the IEP must be given to the parents **within 21 school days** of the IEP Team Meeting.

## 8. Initial IEP Implementation

- ❖ The IEP will be implemented **as soon as possible** following the IEP Meeting, but **no later than 30 calendar days after initial identification**.

\*\*This IEP Meeting is typically done in conjunction with step 5, when the disability is determined by the Team.