



IDEA Special Education Process

Child Find

- A district must ensure that all students with disabilities who are in need of special education and related services are identified, located and evaluated.

(Bolded blue text in this document is hyperlinked. To view the link, place your cursor on the text, right-click and select Open Link.)

Request for Comprehensive Evaluation

- A district or a parent may request an initial evaluation to determine if a child has a disability and needs special education and related services.
- Upon an Initial Request for Evaluation, parents must be given a copy of the **IDEA Special Education Part B Procedural Safeguards Notice**.
- If parents request an evaluation and the district does not suspect the child has a disability and denies the request for an evaluation, the school district must provide a written statement (Prior Written Notice) of how they determined an evaluation was not necessary. If parents disagree, they may request a due process hearing or file a state complaint to challenge the IDEA refusal.

Evaluation Plan

- The district must provide an **Evaluation Plan** form to the parents notifying them of the assessments it intends to conduct and obtaining the parent's written informed consent for those assessments.
- Parents may refuse to consent on the Evaluation Plan if they do not want their child to be evaluated.

Assessment

- The district must evaluate a child in all areas of suspected disability and complete all areas of assessment within 60-calendar days from the day they received written permission on the Evaluation Plan.
- If a child has been diagnosed with a disability, parents may provide documentation to the school for the evaluation team to consider during the evaluation process.
- Parent input is vital. Parents know their child better than anyone else!







Revocation of Consent

- Parents may revoke consent for their child to receive special education services at any time. The district must then provide Prior Written Notice that the child will no longer receive special education and related services and will not have IDEA protections as of a specified date.
- If parents subsequently request to resume services, the child will need to undergo another evaluation to determine their eligibility for special education and related services.
- See a **Revocation of Consent for Services** form.