

POLICIES AND PROCEDURES FOR PARENT REQUESTS

State Board Policy 7219

Request for an Evaluation

- A parent of a child or a public agency may initiate a request for an initial evaluation to determine if the child is a child with a disability.
- * This must be consistent with the consent requirements of IDEA regulations §300.300.

- A request may be made **VERBALLY OR WRITTEN**

(to anyone, by anyone)



When a request is made:

- The multidisciplinary team (MET), which includes the parent, must meet within 14 calendar days to consider the request and determine if a comprehensive evaluation is necessary. (Even if the request is made during breaks, summer, etc.)

Who makes up the MET?



- An administrator (at least one)
- A teacher of the child
- Parent
- Anyone with pertinent information concerning the child.
- Exceptional Education District Office personnel.

POLICY 7219

- Refers to TST as the MET. The individuals must be knowledgeable of the child.



DAY 1

- Day one is the day the parent makes the verbal or written request to the LEA (teacher, principal, secretary, special education director, etc.)



IMPORTANT!

- The MET must meet within 14 calendar days of the parent's request to consider and to determine if a comprehensive evaluation is necessary.

IMPORTANT!

- The decision whether to assess or not must be made no later than 7 calendar days after the meeting.



- Following the MET meeting, the MET Documentation Form will be completed and Prior Written Notice will be provided to the parent indicating the team's decision to propose or refuse a comprehensive assessment.



HSD PROCEDURES WHEN A PARENT REQUEST IS MADE.

1. Complete the Child Find Request form. Before scheduling a meeting with the parent contact Exceptional Ed. district personnel.
2. After contacting the Exceptional Ed district office, schedule a day and time with the parent.
3. Send Invitation to Committee Meeting (pg. 1&2) and a copy of the Procedural Safeguards.

HSD PROCEDURES WHEN A PARENT REQUEST IS MADE

4. Use MTSS forms Section 1A, k-12 Student profile. Attach additional forms/documentation for attendance, discipline, report card, MAP scores, outside assessments, etc. If intervention has been conducted (Tier 2 or Tier 3) , complete corresponding forms. Complete the teacher narrative.

HSD PROCEDURES WHEN A PARENT REQUEST IS MADE

5. Hold the meeting. The MET members must be present. The MET members **must know the child.**
6. If Notice for Initial Evaluation is given, forward the complete initial with (or without) intervention file to Speech Pathologist within 14 days.
7. Upon completion of the meeting, send copies of all paperwork to Kaneshia Smith, Director.

Procedures for Initial Evaluation

1. Must be conducted within 60 calendar days of receiving consent for evaluation.
2. The school provides a copy of the evaluation report to the parent within 7 days of the completion of the comprehensive report.
3. An eligibility meeting must be held 7 days after the copy of the report is sent to the parent.

In summation: Within 14 calendar days of completion of assessments, an eligibility meeting must be held.

IMPORTANT

- If the parent does not attend the meeting, have the meeting and notify the parent of the team's decision.
- If the parent misses a meeting and wants to reschedule, you can have another meeting for them, but the timeline is tied to the first request.



Thank you! If you have any questions call or email.

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