

Special Education Process

Child Find

Shall be completed within 45 calendar days

- After entry of each preschool or kindergarten student and any student enrolling without records of screening, evaluation, or progress in school
- After notification by parents of concerns regarding developmental or educational progress of their child
- Transfer students' educational enrollment data and performance in the prior school must be reviewed
- A student with a history of special education who is not currently eligible shall be considered for referral for a full and individual evaluation or other services

Conduct Screening

Concerns Noted

(Parents must be notified of concerns within 10 school days)

No Concerns Noted

(No further action necessary)

Follow-Up of Concerns Noted

Conduct and document follow-up that may include but is not limited to pre-referral activities, screening, response to intervention strategies

Reevaluation

Provide Meeting Notice (if meeting is to take place)

Review existing data

Referral for Evaluation

Initial Evaluation

Provide Prior Written Notice, Procedural Safeguards and Meeting Notice (if meeting is to take place)

Review existing data

Additional Data Needed

Provide Prior Written Notice

Obtain Parental Consent

Gather additional data

Provide Meeting Notice

Review new data

Determine eligibility

Summarize all information in an evaluation report provided to parent

Provide Prior Written Notice

No Additional Data Needed

Notify parents of right to request additional data

Determine eligibility

Summarize all information in an evaluation report provided to parent

Provide Prior Written Notice

No Additional Data Needed

Provide Meeting Notice

Determine eligibility

Summarize all information in an evaluation report provided to parent

Provide Prior Written Notice

Additional Data Needed

Provide Prior Written Notice

Obtain Parental Consent

Gather additional data

Provide Meeting Notice

Review new data

Determine continued eligibility

Summarize all information in an evaluation report provided to parent

Provide Prior Written Notice

IEP Development

Provide Meeting Notice

Develop IEP

Provide Prior Written Notice

IEP Development

Provide Meeting Notice and Procedural Safeguards if not provided to parent yet in current school year

Develop IEP

Provide Prior Written Notice