



Kids deserve the best.

SCHOOL INTERVENTION PROGRAM

How do I request an Individualized Education Plan (IEP) evaluation at my child's school?

An Individual Education Plan (IEP) is a formal, legally binding document that outlines special education services that are tailored to the qualifying child's specific educational needs.

- 1) Referral or request is submitted by someone who works closely with the child- usually a parent or school professional
 - a. May be written or verbal
 - b. Parent/guardian consent is needed
 - c. Mandatory evaluation timeframe

- 2) Child is evaluated
 - a. Observation in the classroom with peers
 - b. Individual testing and skills evaluation
 - c. If the parent/guardian disagrees with evaluation process they may request an Independent Education Evaluation (IEE) from a third party (you can request that the school pays for this evaluation)

- 3) Eligibility is decided
 - a. A group meeting is held with educational professionals and parents/guardians (parents have the right to invite outside specialists such as private therapists)
 - b. Eligibility is discussed together as a team utilizing IDEA guidelines to decided if this child formally qualifies as a "child with a disability"
 - c. Parents/guardians may request a hearing to challenge eligibility decision

- 4) If child is found eligible
 - a. Generally a second meeting is scheduled to create the IEP guidelines, accommodations, and modifications
 - b. This must be done, and the IEP complete, within 30 calendar days from the eligibility meeting

c. Before any services begin the parent/guardian must give consent

*A Parent/guardian request for evaluation **MUST** be followed. Providing the school with a formal, dated letter of request tends to ensure the request is taken seriously. Schools **may not** delay this request for any reason (including “it’s too late in the school year,” or “the child will not qualify,” etc.).

**Parents have the right to disagree with the IEP and services offered. Mediation may be offered in order to come to an agreement, however if this doesn’t help, the parent/guardian may file a formal complaint with the state education agency to request a due process hearing.

Schools role: To ensure IEP services are being carried out exactly as written- this is the law. Schools will report progress and measure progress towards goals. Schools are mandated to review a child’s IEP annually, and if necessary, revise it. The child must be reevaluated at least every three years, or if parents/guardians or teachers request a reevaluation at any time.