

# Special Education Evaluation Process

## Private and Non-Profit



The student is experiencing difficulties that have negatively impacted their educational performance AND the campus has documentation to show that interventions have had limited effectiveness in remediating these difficulties. As a result, the campus determines that a special education evaluation is necessary.

The student is experiencing difficulties that have negatively impacted their educational performance AND the parent suspects that their child may have a disability. The parent believes a special education evaluation is necessary.

**A**

Private/non-profit school campus personnel reach out to the parent of the student and provide them with the appropriate public school district information to initiate the request for a special education evaluation

Parents reach out to private/non-profit campus personnel to address the need for a special education evaluation and parents are given the appropriate public school district information to initiate the request for a special education evaluation.

**B**

Parents must contact the EPISD Special Education Director of Evaluation Secretary via phone (230-2843) or e-mail (aanapier@episd.org) to provide information regarding their request for evaluation. This information will be shared with the appropriate Facilitator and a Child Find number will be generated in the IEP system. The campus closest to the private/non-profit will be notified of the request.

**C**

The public school campus Diagnostician or Speech Language Pathologist will contact the parents to review the Procedural Safeguards and will ask parents to complete the referral packet.

A meeting should be scheduled between the parent and evaluation personnel (i.e. Diagnostician or Speech Language Pathologist) to return the referral packet.

**D**

Parent returns the completed referral packet to the campus Diagnostician or Speech Language Pathologist. Upon receipt of the completed referral packet, Notice and Consent to provide Initial Evaluation is reviewed and obtained.

According to federal and state law, the initial full individual evaluation must be completed within **45 school days** (as per EPISD calendar) and initial ARD meeting must be convened in **30 calendar days** from the date of the report.

**E**

The campus Diagnostician or Speech Language Pathologist will schedule an appointment with the parent to make the student available across one or more days for testing purposes.

\*Evaluation staff will contact the private/Non-Profit school to schedule one or more classroom observations. Additionally, depending on the nature of the suspected disability, instructional staff may be asked to make themselves available to be interviewed or to answer questionnaires, rating scales, etc.

**F**

