

POLICIES & PROCEDURES

When a request is made to conduct an Evaluation Report (ER) for a student, a Permission to Evaluate (PTE) and a Notice of Prior Written Notice (PWN) will be mailed to the home within 10 calendar days. These documents will need to be signed and returned to the school. The evaluation cannot start until permission from the student's parent/guardian is received via the signed PTE and PWN.

Upon receipt of these documents, the school will have 60 calendar days, not including summer break, to conduct the ER. The ER will highlight the student's educational strengths, needs, and whether the student qualifies for special education services. Specifically, it will usually consist of classroom observations, a record review, teacher clinical interviews, parent clinical interviews, student clinical interview, the student's individualized testing, and possibly other data.

Once the report is complete, it will be mailed home to the parent/guardian of the student. The parent/guardian will be contacted to schedule a meeting to formally review the results of the ER within 30 days of the date of the report. If the report indicates that the student qualifies for special education services, a meeting to create the student's Individualized Education Program (IEP) will also be scheduled.

The IEP team creates the educational goals for the student. The team consists of the student (if appropriate,) the student's parent/guardian, a special education teacher or service provider, the regular education teacher, LEA, and others that may assist in the IEP development. The IEP can only be implemented when the parent/guardian agrees to the services written in the IEP through their signature on the Notice of Recommended Educational Placement (NOREP.) Without a signed NOREP, no services can start or change for any student. Thus, the parent/guardian will always be informed about any proposed changes to a student's IEP.

The IEP team meets at least once per school year (or more, if there is a need.) Any member of the IEP team may request a meeting, including the student and his or her parent/guardian, at any time. Moreover, the goals are monitored, and progress is reported to the parent/guardian on a quarterly basis.

For further information on your rights as a parent with a student who may be in need of special education services, please visit <http://www.pattan.net/category/Legal/Forms/Browse/Single/?id=4db2885acd69f9c4431a0100> for a copy of the Procedural Safeguards. This document states all of the rights a parent with a child in special education may have.

