

Child Find and Identification

- A. Review records
- B. Conduct screening
- C. Conduct and document pre-referral activities
- D. Make referral for evaluation
- E. Provide PWN
- F. Provide PSN

SPECIAL EDUCATION PROCESS

12/05



1. Initial Evaluation and Determination of Eligibility

- A. Provide Meeting Notice, if a meeting is held
- B. Review existing data by MET/IEP team members

C1. If NO additional data needed

- Determine eligibility
- Develop evaluation report
- Provide PWN* ; review parental rights regarding initial evaluation

C2. If additional data needed

- Provide PWN
- Obtain parental consent
- Gather additional data
- Determine eligibility
- Develop evaluation report
- Provide PWN*

- D. Provide parent evaluation report and eligibility determination

2. IEP Development

- A. Provide Meeting Notice
- B. Complete IEP
- C. Determine levels of service and LRE
- D. Provide PWN*, and copy of IEP

3. Initial Placement

- A. Obtain written parental consent
- B. Provide PWN*

* If one PWN is provided, it must address all actions proposed or refused by the educational agency.

4. IEP Implementation in the Least Restrictive Environment

- A. Inform teachers of IEP responsibilities and provide IEP access
- B. Provide services
- C. Prepare progress reports and submit to parents

5. Review and Revision of IEP

- A. Provide Meeting Notice and Annual Procedural Safeguards Notice (PSN)
- B. Review/revise IEP
- C. Determine levels of service and LRE
- D. Provide PWN* and copy of IEP

6. Reevaluation and Determination of Eligibility

- A. Provide Meeting Notice as appropriate
- B. Document the Review Existing Data by MET/IEP team members

C1. If NO additional data needed

- Notify parents of the right to request additional data; (PSN)
- Document parent agreement that no additional evaluation is needed.
- Determine continued eligibility
- Provide PWN*

C2. If additional data needed

- Provide PWN
- Obtain parental consent
- Gather additional data
- Determine continued eligibility
- Develop reevaluation report
- Provide PWN*

7. Review and Revision of IEP

OR Dismiss from Special Education

- A. Provide reevaluation report and eligibility determination
- B. Provide PWN*

