

1. Pre-Referral

During the pre-referral phase, families work together with teachers and staff to come up with processes informally that will help support the child.

2. Referral

If informal measures are not helping the child succeed, you can request an evaluation for special services. Referrals can be made by parents, teachers, or other staff.

3. Informed Consent

After receiving a referral, the school has 10 days to provide families with a plan for evaluating your child's needs. After reviewing it, you have 10 days to sign consent before testing can begin.

4. Evaluation

Qualified school district personnel will assess your child to determine whether he/she needs special education services. Evaluations may be conducted by the school psychologists, speech/language pathologists, occupational and physical therapists, and others as needed.

5. IEP Meeting

After the evaluation is done, you will meet with involved school personnel to review results and discuss your child's needs. If your child qualifies, you will discuss what services your child needs and establish goals for the next year.

6. Implementation

Once you have signed the IEP, it will be implemented as soon as possible. If you disagree with the plan, you can request mediation to resolve the dispute.

7. Revisions

The IEP is reviewed annually or whenever you request a review meeting. Every 3 years, your child will be re-assessed to make sure the services are the best fit.

