Initial Evaluation and Eligibility Flowchart

A written or verbal request for an initial comprehensive evaluation is made by the parent, a public agency, the teacher support team (TST), or other individuals knowledgeable about the child.

Within fourteen (14) days, a Multidisciplinary Evaluation Team (MET) convenes to consider the request and reviews existing data to determine the need for conducting a comprehensive evaluation.

The MET determines a comprehensive evaluation is required. Within seven (7) days *Prior Written Notice*, *Informed Parent Consent*, and *Procedural Safeguards* are given to parents.

The MET determines a comprehensive evaluation is not required. Within seven (7) days Prior Written Notice with a justification for not conducting an evaluation and *Procedural Safeguards* are given to parer STOP

Parent consents to a comprehensive evaluation. Parent refuses to consent to a comprehensive evaluation.

OPTIONAL: The public agency may choose to use mediation or due process procedures to conduct a comprehensive evaluation.

Within sixty (60) days, the comprehensive evaluation is conducted by qualified personnel. An eligibility determination meeting is scheduled within fourteen (14) days of completion of the evaluation report. Notification of the meeting and a copy of the evaluation report are sent to the parent at least seven (7) days before the eligibility determination meeting.

The eligibility determination meeting is held, and the evaluation is reviewed. The MET determines if the child qualifies as a child with a disability who requires special education and/or related services as defined by State Board of Education Policy 74.19.

The child is determined to be eligible for special education and related services. The IEP Committee convenes, within thirty (30) days, to develop an initial Individualized Education Program (IEP).

The child is not eligible for special education and related services. A Prior Written Notice with a justification is given to the parameter.

See FAPE, IEP, LRE, ESY

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