**THE SPECIAL EDUCATION PROCESS**

Local school districts and public school academies follow the same procedure in evaluating a student for initial special education eligibility and developing their Individualized Education Program (IEP). The chart below describes the process.

**REFERRAL**
When a student is suspected of having a disability, a written or verbal referral is submitted to the school.

**EVALUATION REVIEW**
Optional for initial evaluations but is required for all others. A review is conducted by the Individualized Education Program Team participants to determine the information and evaluations needed to identify eligibility, provision of programs and services, and development of an Individualized Education Program (IEP).

**PARENT NOTIFICATION**
A consent form and required information is given to the parent within 10 calendar days of receiving the referral.

**PARENT CONSENT RECEIVED**
Parent/guardian returns consent form giving permission to evaluate student.

**EVALUATION BY MULTIDISCIPLINARY EVALUATION TEAM**
A team of qualified professionals, with input and participation of the parents, evaluate the student. Evaluation results (MET report) must be presented to an IEP within 30 days of receiving parent's consent.

**IEP TEAM MEETING**
An IEP Team meeting is held to which the parent is invited. The MET report is presented at this meeting. Eligibility for special education is determined. If the student is found eligible, programs and services are determined and an IEP is developed.

**PARENT NOTIFICATION**
The decision of the IEP Team is explained. Parents' rights are fully explained and procedural safeguards given.

**PARENT AGREEMENT WITH IEP**
Signed parent consent is obtained to implement the initial IEP

- If found not eligible, student remains in general education.
- If found eligible, student's IEP is implemented following receipt of parent consent.

**PARENT DISAGREEMENT WITH IEP**
Parents may request a hearing in writing that specifies area of disagreement and resolution sought.

- Parent can withhold consent requiring student to remain in general education.
- School can initiate a due process hearing to override the parent's refusal to give consent.
- Parent can request mediation and due process hearing to challenge a not eligible finding or challenge the recommendation for an eligible student.