



ASSESSMENT PHASE

Once all of the pre-referral interventions previously described are completed, a Referral for Assessment is completed through either a written notice to you, if the school initiated the referral, or upon receipt of your written request for an assessment. Once the Referral is received by the District Office, the District has two options.

If an assessment *is not* to be conducted at the time of your request, you will receive two documents. The first will be a Prior Written Notice, which will explain the reason(s) for postponing or denying your request. The second is a copy of your Notice of Procedural Safeguards (which is commonly referred to as “your Parent’s Rights”). Both Forms appear in the Appendices of this on-line Handbook.

If an assessment *is* to be conducted, you will also receive two documents. The first is an Assessment Plan, and the second is a copy of your Notice of Procedural Safeguards. Both Forms appear in the Appendices of this on-line Handbook.

The District has up to 15 calendar days to get the Assessment Plan and your Notice of Procedural Safeguards to you. Once you have received these forms, you, in turn, have 15 days to return the Assessment Plan with your signature, indicating you consent to this assessment of your child. If you do NOT wish to give your consent, the process stops at this point- initial assessments cannot be done without parental consent.

If you have decided to move forward with the assessment, the District will date stamp the date they *received* your signed Assessment Plan, and a 60 day timeline begins on that date. Within those 60 calendar days (with an exemption period, should there be a break of greater than five school days), the school assessment team must complete all of their assessments, write their reports, and hold an IEP meeting, during which a decision is made as to whether or not your child qualifies for special education services.