

How to Request A Special Education Evaluation

Based on the presentation "Navigating Special Education Services for Children with Developmental or Intellectual Disabilities" by Elyse Schoenwald, MSN, RN, CPNP-PC, PMHS

Step 1: Parent or provider writes/types a letter requesting an evaluation

- **Letter components:**

- When? Date letter was written
- Who? patient's name, who you are, how you know the patient
- Why? List all parent or provider concerns
- Any medical diagnoses, or interventions child is receiving
- Contact information: phone number, email, fax, address, best time to reach you
- Attach copies of typed clinic notes or any outside evaluation reports

Step 2: Parent brings letter to child's school or the district office

- Always request the letter be **DATE & TIME stamped** and request a copy

Step 3: Schools have **15 days** to respond to parent's request in writing with either:

- An assessment plan
- Explanation why school does not feel an evaluation is warranted

Step 4: Parent **signs & returns** the assessment plan

Step 5: Schools have **60 days** to conduct an evaluation and meet with parents to discuss results at an **Individualized Educational Plan (IEP) meeting**.