

Trinity Area School District Student Evaluation Request

A parent or guardian who would like to request their child be evaluated by the Trinity Area School District (TASD) through a school based multi-disciplinary evaluation or re-evaluation, should provide a **written request** (i.e. email, letter) to the **building principal** of their child's school.

The written request should include the reason(s) for the request and specifically, the educational concern(s) there are for the child (i.e. academic, emotional/behavioral). In response, the TASD will issue one of the following documents to the parent/guardian within a reasonable amount of time (generally speaking, 10 calendar days).

- A **Permission to Evaluate (PTE)/Re-Evaluate (PTR) Consent form** if the TASD is in agreement to completing the requested student evaluation.

OR

- A **Notice of Recommended Educational Placement (NOREP)** if the district is not in agreement to completing the requested student evaluation. The NOREP will outline the reason(s) why the student evaluation is being rejected by the TASD.

If the requested student evaluation is agreed to by the TASD and after written parent/guardian consent has been received by the school district through a permission to evaluate or re-evaluate consent form, the student evaluation will be completed and disseminated to the parent/guardian within 60 calendar days (excluding summer months). At that time, the parent or guardian will be invited to attend a team meeting to review the results of the student evaluation, ask questions to school personnel and to develop or revise an individualized education program (IEP), if the child is found to be or continues to be eligible for special education services.