



# Special Education Process

A roadmap developed by the Special Education Partnership Committee (SEPC) in order to support parents with the special education process and provide a place to collect thoughts and notes.



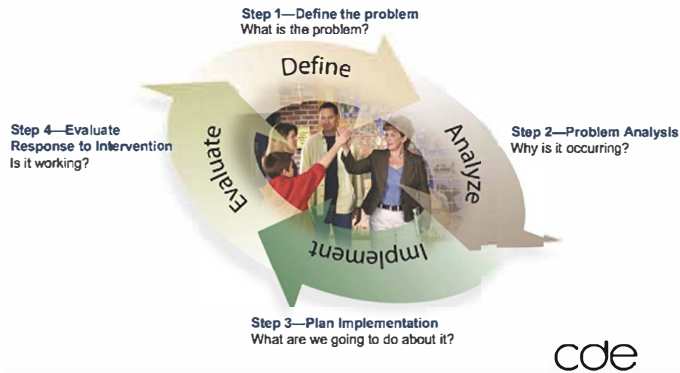
Special education provides specialized instruction when students cannot receive reasonable educational benefit from general education alone. The special education team, including parents, works hard to provide the necessary supports to students with disabilities to grow and learn.

# Parent Roadmap

## 1. Problem Solving Process

*~6-12+ weeks*

## 2. Consider Referral for Special Education



Purpose of Step: To try, identify, implement, and document several strategies and interventions over a period of time to target the concerns that you and/or your child's teacher have for your child's educational progress.

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Purpose of Step: When the team, including you, have found interventions are not working and suspect your child may have a disability, this step is when the team will discuss an evaluation.

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## 3. Evaluation

*~60 days*

## 4. Eligibility

*~30 days*

## 5. Individualized Education Program (IEP)

Purpose of Step: To collect and review all information and testing in order to present a comprehensive and dynamic picture of your child's strengths and needs.

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Purpose of Step: After reviewing the evaluation, the team, including you, determines if your child is eligible for and requires special education services.

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Purpose of Step: A collaborative effort between parents and the school team to establish a learning plan that meets their child's needs.

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## Important Timelines (after your child is in Special Education)



After your child is in Special Education, within 1 year or sooner, the Individualized Education Program (Step 5) is reviewed in order to update your child's plan.



After your child is in Special Education, every 3 years or sooner, the Evaluation (Step 3) & Eligibility (Step 4) steps are completed in order to determine if your child continues to need special education.

### Helpful Hints



- Ask questions! The special education team and principal at your child's school know how confusing this process can be. They are here to help!
- So much paper! The special education process is documented thoroughly to provide details to all staff working with your child.



- You are your child's own best advocate! Be an active participant in the team. Share any helpful information with your child's team.



- If your child has been tested by a provider outside of the school, the report is considered as a part of the body of evidence. Outside providers and/or physicians cannot determine eligibility for special education services. The school must still go through the special education process.

### Acronym Bank

SPED: Special Education  
 MTSS: Multi-tiered Systems of Support  
 RtI: Response to Intervention (or Instruction)  
 SLD: Specific Learning Disability  
 ASD: Autism Spectrum Disorder  
 PWN: Prior Written Notice  
 LRE: Least Restrictive Environment  
 504: Section 504 of the Rehabilitation Act (a plan outside of special ed.)  
 AT: Assistive Technology  
 FAPE: Free and Appropriate Public Education  
 FERPA: Family Educational Rights and Privacy Act  
 HIPAA: Health Insurance Portability and Accountability Act  
 LEA: Local Education Agency  
 AU: Administrative Unit  
 OT: Occupational Therapist  
 PT: Physical Therapist  
 SLP: Speech and Language Pathologist  
 CDE: Colorado Department of Education

Colorado Department of Education Special Ed. Website:  
<https://www.cde.state.co.us/cdesped>

Summit School District Special Ed. Website:  
<http://www.summitk12.org/special-education-d20d5560>

The Special Education Partnership Committee is a forum that brings together parents, staff, students and the community. The purpose of SEPC is to support the district's mission and vision through meaningful communication and awareness of special education topics to support students' with disabilities in their educational experience in Summit School District.

