

Procedures for a Parentally-Requested Evaluation

If parents/guardians express (verbally or in written form) to the classroom teacher or any other school personnel that they want their child tested for special education, that their child needs an IEP, or that their child may have a disability, the classroom teacher/school personnel needs to notify the school-based Rtl Coordinator within 2 school days.

If parents/guardians send a request for an evaluation in writing to the classroom teacher/school personnel, the teacher needs to give the written request to the school-based Rtl Coordinator within 2 school days.

The school-based Rtl Coordinator needs to contact the parents/guardians within 2 school days of becoming aware of the request to schedule a Rtl meeting to discuss the parent/guardian request. Notify the District Rtl Coordinator and the Special Education Director of the Rtl meeting.

During the Rtl meeting:

- Discuss the parents' concerns.
- Discuss the child's current Rtl status. If student is not in Rtl, discuss the need for the student to receive Rtl interventions in the area of concern.
- Discuss that parents have the right to request an evaluation. Provide Parental Rights for Special Education.
- Give parents a medical information form.
- Get permission to screen signed at the Rtl meeting. Screen vision/hearing within 2 school days of signed permission to screen. Once vision/hearing screenings are passed, complete the cognitive screener, achievement screener, & behavior scales if warranted. If there are concerns with vision/hearing, contact the Special Education Director immediately. Work with parents & teachers to implement interventions based on parental concerns and results of screeners. Discuss with parents the need for intervention data as it is a part of special education eligibility. Prepare the referral folder to turn in to the District Rtl Coordinator within 4 weeks of Rtl meeting (where the parents' request to evaluate was discussed) – unless there is another timeline agreed upon by the parents/guardians and school and administration.
- The school-based Rtl Coordinator completes the Parentally-Requested Evaluation Form. The Parentally-Requested Evaluation Form is given to the Special Education Director at the Rtl meeting. (The Special Education Director will send the school-based Rtl Coordinator the parental consent for evaluation).

**A parent's request for an evaluation shall not be delayed due to Rtl. Contact the Special Education Director for guidance if there are concerns.