Special Education Process

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

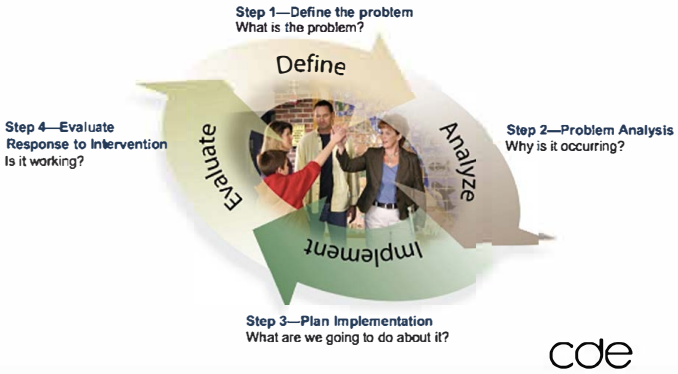
Parent Roadmap

Purpose of Special Education

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

1. Problem Solving Process

~6-12+ weeks



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.

Notes:

2. Consider Referral for Special Education

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.

Notes:

3. Evaluation

~60 days

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.

Notes:

4. Eligibility

~30 days

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

Notes:

5. Individualized Education Program (IEP)

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

Notes:

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

Acronym Bank

SPED: Special Education
MTSS: Multi-tiered Systems of Support
RtI: Response to Intervention (or Instruction)
SLD: Specific Learning Disabiity
ASD: Autism Spectum 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:
www.summitk12.org/learning-services/special-education

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.