

# Initial Evaluation Process for Parent Referral

LEA receives a parent referral (verbal or written)  
 For ECSE: Referrals from First Steps are parent referrals; referrals from outside entities such as Head Start or child care providers require parent consent to release information indicating parent desires referral.

Provide procedural safeguards within 5 school days of parent request.

LEA staff determines if there is a reason to suspect a disability.

If there is no reason to suspect a disability, provide the parent with a Prior Written Notice – Refused within 30 calendar days of parent referral.

If there is a reason to suspect a disability, a Review of Existing Data is conducted within 30 calendar days of parent referral.

Additional data needed - provide parents Prior Written Notice for Initial Evaluation.

No additional data needed - provide parents Prior Written Notice for Initial Evaluation.

Receive written consent from parent/guardian.

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**STOP**  
 Cannot move forward without parent consent\*

\* The Procedural Safeguards Notice provides LEAs the option to request a due process hearing when parents refuse to provide consent for an initial evaluation.

Conduct assessments

Conduct Eligibility Determination Meeting within 60 calendar days of receipt of consent for initial evaluation.

Provide parent with Prior Written Notice for Initial Eligibility, Prior Written Notice (consent required) for Initial Services, and a copy of the Evaluation Report.

Provide parent with Prior Written Notice for ineligibility and a copy of the Evaluation Report.\*\*

Receive written consent for initial services from parent/guardian.

\*\*Parents who disagree with the decision may refer to the Procedural Safeguards Notice for an explanation of their rights.

Develop IEP within 30 calendar days of eligibility determination; Provide parent with Prior Written Notice for Initial Placement and a copy of IEP.

**STOP**  
 Cannot move forward without parent consent