North Valley Academy Policies: Child Find and Response to Requests for Special Education Evaluation

North Valley Academy shall comply with all applicable requirements of the Individuals with Disabilities Education Act, its implementing regulations (34 C.F.R. §§ 300.111, 300.301–300.306, 300.503), and the New Mexico Administrative Code (including 6.31.2 NMAC), pertaining to Child Find and the evaluation of students suspected of having disabilities.

Child Find Obligation

North Valley Academy shall maintain policies and procedures to ensure the identification, location, and evaluation of all enrolled students who may be in need of special education and related services, regardless of the severity of the disability, consistent with 34 C.F.R. § 300.111 and 6.31.2.10 NMAC.

Parent Requests for Initial Evaluation

Upon receipt of a parent request for an initial special education evaluation, whether made orally or in writing, the school shall:

1. **Document the Request**
   Ensure that any oral request is documented in writing by school personnel.
2. **Provide Timely Written Response**
   Issue a written response within **fifteen (15) calendar days**, in accordance with 6.31.2.10 NMAC. The response shall be provided in the form of a **Prior Written Notice (PWN)** consistent with 34 C.F.R. § 300.503.
3. **Content of Prior Written Notice**
   The PWN shall include:
   - A description of the action proposed or refused (i.e., initiation or denial of the evaluation);
   - An explanation of why the agency proposes or refuses to take the action;
   - A description of each evaluation procedure, assessment, record, or report used as a basis for the decision;
   - A statement that parents have protection under procedural safeguards, including how to obtain a copy; and
   - Sources for parents to contact for assistance in understanding their rights.
4. **Decision to Evaluate or Refuse**
   The school shall:
   - **Initiate the evaluation** upon obtaining informed written parental consent; or
   - **Refuse the request**, providing a clear and legally sufficient explanation within the PWN.

North Valley Academy shall make reasonable efforts to provide the PWN as expeditiously as possible following receipt of the request and in advance of any proposed or refused action.

Parental Consent and Evaluation Timeline

If the school proposes to conduct the evaluation:

- The school shall obtain **informed written parental consent** prior to initiating any evaluation procedures, consistent with 34 C.F.R. § 300.300 and 6.31.2.10 NMAC.
- Upon receipt of signed consent, the school shall complete the initial evaluation within **sixty (60) calendar days**, as required by 34 C.F.R. § 300.301(c) and 6.31.2.10 NMAC, unless an allowable exception applies under law.

Compliance Assurance

North Valley Academy shall maintain documentation of all requests, notices, consent forms, and evaluation timelines to ensure compliance with federal and state requirements and to support audit, monitoring, or due process proceedings.

Approved by North Valley Academy Governing Council on 4/23/2026