

# Special Education Evaluations Overview

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The Special Education Evaluation is the process to determine if a student is eligible for Special Education and Related Services.

The details of Special Education Evaluations and Reevaluations can be found under:

- Code of Federal Regulations (CFR) 34 CFR 300.304
  - Washington Administrative Code WAC 392-172A-03020
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## **Did You Know?!**

A school district has a duty to identify all students residing in their district who might need special education services. This duty is called Child Find. Child Find is from birth through age 21.

## **Did You Know?!**

The Child Find referral (request) is not asking for a student to have an Individualized Education Program (IEP). The Child Find referral (request) is for the student to be evaluated for Special Education Services. If the student qualifies for services, (they are found 'eligible') then an Individualized Education Program (IEP) is developed to outline needs, goals, and Special Education and Related Services.

## **Did You Know?!**

A parent or guardian can ask for a student to be evaluated for special education services at any time. This includes an Initial Evaluation a Reevaluation or Additional Evaluations. The request should be in writing.

## **Did You Know?!**

A school district, or any person knowledgeable about the student, can ask for a student to be evaluated for special education services at any time. This includes outside service providers.

## First: Request an Evaluation (Referral)

The request for an Initial Evaluation a Reevaluation or for Additional Evaluations should be in writing. An **example** of an **Initial Evaluation Request** is available on the [www.sealk12.org](http://www.sealk12.org) website. The example can be modified and used to request a Reevaluation or Additional Evaluations.

The timelines are the same regardless of if the request is for an Initial Evaluation a Reevaluation or for Additional Evaluations.

- Washington Administrative Code WAC 392-172A-03005 Initial
  - Washington Administrative Code WAC 392-172A-03015 Reevaluation
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## Second: A Prior Written Notice (PWN)

The school district now needs to decide if they will evaluate.

Say what?!

The school district can say 'no' to a parent request. However, the school district **must** include the parent in a meeting, sometimes called a 'referral meeting', to discuss and decide whether the student will be evaluated.

The meeting **must** take place within 25 school days of receipt of the original request to evaluate and the school district **must** give the parent a Prior Written Notice (PWN) within the 25 school days.

The Prior Written Notice (PWN) must be provided to the parent before the school district proposes to initiate an evaluation of the student or if the school district decides not to initiate an evaluation of the student.

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### Third: Consent

Written Consent is required by the parent to evaluate (assess) the student.

If the decision is to evaluate, the school district must have parent consent to begin an evaluation. Once the school district has parent consent, the school district now has an additional 35 school days to complete the evaluation, but the 35 school days does **not** start until the parent has signed Consent Papers.

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### Fourth: Eligibility Decision

Within 35 school days of consent, an eligibility meeting must be held to determine if the student is eligible for special education services and related services.

- Washington Administrative Code WAC 392-172A-03035, Evaluation Report
  - Washington Administrative Code WAC 392-172A-03035, Determine Eligibility
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### Timelines for Evaluations in Washington State

