

Responding to a Request for an Evaluation

When a district receives a request for an evaluation, the district must decide whether an evaluation is warranted. To make this determination districts may utilize screening data and conduct preliminary procedures such as observations, consultation with the teacher or the individual making the request, and conferring with the student. Districts may also consider existing data such as grades, standardized assessments, medical records, report cards, and other information relevant to the request.

Does this information suggest a student may have a disability requiring special education and related services?

Yes

Within 14 days of the request, convene a team of individuals (including parent) to complete a domain meeting and determine the information needed or explain why no information is needed. Provide written notice of the team's conclusions within the 14-school-day timeline along with a request for parent consent to complete the evaluation.

Within 60 school days of the date the parent signs written consent, the team must complete the evaluation and convene an IEP meeting.

If fewer than 60 days remain in the school year, the eligibility determination and IEP meeting must occur prior to the first day of the following school year.

*Per Illinois law, evaluation data and reports must be shared with parents at least 3 school days prior to the eligibility meeting.

Provide written notice to parent concerning student's eligibility within 10 school days after decision is made.

No

Provide prior written notice of district's decision not to conduct an evaluation within 14 school days of the request. The notice must be in an understandable language and must include:

1. Description of the action proposed/refused
2. Explanation of why the action is proposed/refused
3. Description of the evaluation procedure, assessment, record, or report used as a basis for the proposed/refused action
4. Statement that parents of a child with a disability have procedural protections under IDEA and how procedural safeguards can be obtained
5. Sources for parents to contact to obtain assistance in understanding procedural safeguards
6. A description of other options considered and why these options were rejected
7. A description of other factors relevant to the proposal/refusal.

Note: If a parent requests an Independent Educational Evaluation (IEE), within 5 calendar days of the request, the district must agree and pay for the IEE or request a due process hearing