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# The Special Education Evaluation Process

### **Step 1: Referral for Evaluation**

The initial referral for special education services can be made by a parent, doctor, school official, public agency worker or judicial officer. A student over eighteen years of age or emancipated can refer him/herself. A referral in writing should be made to the Committee on Special Education (CSE).

An initial evaluation is arranged and carried out for the child within 60 days of the school's receipt of signed consent forms.

**Step 2:  
Individual  
Evaluation  
Process**

*What is a proper  
evaluation?*

An evaluation can not be based on one test or the opinion of one individual. The evaluation must be the work of a team including one special education teacher, one teacher and one specialist with knowledge about the disability being evaluated. The student must be evaluated in all areas related the suspected disability. Possible areas to be tested include health, vision, hearing, social and emotional status, general intelligence, academic performance, vocational skills, communicative status and motor abilities. The evaluation must be nondiscriminatory and conducted in the student's native language. Parents can request an independent evaluation to be performed at school expense unless the school can prove at an impartial hearing that its evaluation was appropriate.

**Step 3:  
Determine  
Eligibility for  
Services**

Based on the evaluation results the CSE determines what types of services, accommodations and programs are required for the student (if any).

**Step 4:  
Individualized  
Education  
Program (IEP)**

The IEP is written to reflect the findings and recommendations from the CSE. It details the unique educational needs of the qualifying student and provides programming and services tailored to meet those needs.

**Step 5: Annual  
Review/  
Reevaluation**

The CSE reviews the IEP at least once a year and a child is reevaluated at minimum every three years. Parents may request and receive an evaluation every academic year.

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Last Review Date: June 2016

Last updated on June 09, 2016.

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