

Special Education Eligibility Process

OHSD process based on federal and state regulations.

<u>Timelines</u>		<u>Parent Involvement</u>
<p>25 school days from receipt of referral to notify parents of referral and determine need for evaluation.</p>	<h2>Referral</h2> <p>Referral of a student suspected of having a disability may be initiated by any source in writing (or verbally if the individual is unable to write).</p> <p style="text-align: center;">↓</p>	<p>Parent notified of referral and invited to meet with Guidance Team.</p>
<p>35 school days from date of parental consent to evaluate to eligibility determination.</p>	<h2>Decision to Evaluate</h2> <p>The Guidance Team (may include School Psychologist, Guidance Counselor, Special Education Teacher, Therapists, Specialists, General Education teachers, Administrator and parents) reviews data to determine if further evaluation is appropriate or necessary. Data reviewed should include response to general education interventions, curriculum based assessments, educational records, etc. If evaluation is recommended, team determines which areas need to be assessed.</p> <p style="text-align: center;">↓</p>	<p>Parent provided with prior written notice informing them of the decision. If formal evaluation is recommended, parent permission for testing is required. Procedural safeguards are provided.</p>
<p>10 days to notify parents of decision.</p>	<h2>Evaluation</h2> <p>The Evaluation team (may include School Psychologist, Therapists, Gen. Ed. teachers, etc.) will conduct an evaluation according to state and federal regulations and professional standards.</p> <p style="text-align: center;">↓</p>	<p>Parent provides information to evaluation team for consideration in evaluation.</p>
<p>30 calendar days from eligibility date to IEP development.</p>	<h2>Determination of Eligibility</h2> <p>The Evaluation Team, including the parent and all identified team members, meets to discuss results and determines if the student meets eligibility criteria and requires specially designed instruction. The student must meet the "3 prong test" to be eligible for special education services. The student must show:</p> <ul style="list-style-type: none">a) A disabilityb) An adverse impact to the student's educational process caused by the disability, andc) A need for specially designed instruction. <p style="text-align: center;">↓</p>	<p>Parent invited to meet with evaluation team to review results and determine eligibility for special education services.</p>
<p>IEP is reviewed annually. Re-evaluation occurs every 3 years.</p>	<h2>Individual Education Plan (IEP)</h2> <p>For eligible students, an IEP is developed by the IEP team for student based on needs as indicated on evaluation.</p> <p style="text-align: center;">↓</p>	<p>Parent provided with prior written notice of eligibility determination.</p>
	<h2>Provision of Special Education Services</h2>	<p>Parent is invited to participate in IEP development.</p> <p>Parent consent is required to begin initial provision of services. Prior written notice is issued at each IEP meeting.</p>