The Special Education Evaluation/IEP Process

This flowchart shows the basic steps to be followed and the decisions to be made by Local Educational Agencies (LEAs) to meet the requirements for evaluation and development of Individualized Education Programs (IEPs) for students with disabilities when the request is initiated by the LEA. It is not meant to replace the IDEA or Chapters 14 and 711 of the Pennsylvania Regulations. For more detailed information about the evaluation process, refer to the annotated Evaluation Report, available at www.pattan.net.

LEA requests permission to evaluate

* Issue Permission to Evaluate-Consent Form with Procedural Safeguards Notice

Did the parents give permission?

Yes

Did the parents give permission?

No

No

Conduct evaluation - Complete Evaluation Report (ER)

Is the student eligible?

Yes

Invite parents to meeting - Invitation to IEP or Other Meeting

Develop IEP

Issue NOREP/ Prior Written Notice

No

No provision of special education services

No

No provision of special education services

Yes

Implement IEP and monitor progress

Do parents agree to initial provision of special education services?

Yes

No

LEA may pursue due process, but not required

Was the evaluation ordered by a hearing officer?

Yes

No

Issue NOREP/ Prior Written Notice

No

No provision of special education services
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Parent asks school professional or administrator for evaluation for special education

Is the request in writing?

Yes

Does the LEA agree with the request for an evaluation?

Yes

Issue Permission to Evaluate Evaluation Request Form and Procedural Safeguards Notice

No

No

Does the LEA agree with the request for an evaluation?

Yes

No

Issue NOREP/Prior Written Notice and Procedural Safeguards Notice

Go to the other side and begin at the *