

The Special Education Process

- When a student is suspected of having a disability that affects his/her education, a written referral may be submitted to the school by parents, school staff, or other professionals.
- The required information and consent for evaluation from the school is given to the parents within ten (10) calendar days of receiving the referral.
- Parent(s) return the signed consent for giving the school permission to evaluate. The evaluation must be completed within thirty (30) school days.
- The student receives an evaluation by a team of professionals (MET) who determines the student's level of educational performance and makes a recommendation for special education eligibility. The MET report is presented to the IEPT.
- An IEPT meeting is convened:
 - Parents invited to the meeting
 - Review of Evaluation is conducted
 - Eligibility for services is determined
 - Goals and objective are created
 - Services are determined
 - Placement is decided
 - Signed parent consent to deliver the initial programs and services is obtained
- On a yearly basis, the IEPT is convened to review the IEP.
- Re-Evaluation for special education eligibility must be considered by the IEPT at least every three (3) years.

