**1) IDENTIFICATION**

Schools have an obligation to identify and evaluate children with disabilities. You may request an evaluation, in writing. After receiving parental consent, the district has 60 school days to complete the evaluation.

**2) EVALUATION**

The initial evaluation must assess all areas related to your child’s suspected disability. If the you disagree with the evaluation, you can request an Independent Educational Evaluation, which the school must pay for.

**3) IS YOUR CHILD ELIGIBLE FOR AN INDIVIDUALLIZED EDUCATION PLAN (IEP)?**

The Admissions and Release Committee (ARC) determines child is eligible for services; the ARC is made up of parents/guardians, a regular education teacher, a school administrator, and other persons as appropriate. There are 13 categories of educational disability:

* Autism (AU)
* Developmental Delay (DD)
* Hearing Impairment (HI)
* Speech or Language Impairment (SLI)
* Mild Mental Disability (MMD)
* Multiple Disability (MD)
* Other Health Impairment (OHI)
* Deaf/Blindness (DB)
* Visual Impairment (VI)
* Orthopedic Impairment (OI)
* Traumatic Brain Injury (TBI)
* Functional Mental Disability (FMD)
* Emotional-Behavioral Disability (EBD)

**ELIGIBLE STUDENTS**

ARC has 30 calendar days after the eligibility determination to create an IEP. Parents must receive notice of the meeting and who is attending.

**NO**

**YES**

**504 PLAN**

If your child doesn’t qualify for an IEP, he/she may qualify for a 504 plan which protects against discrimination and provides accommodations if your child’s physical or mental impairment substantially limits one or more major life activities.

**CREATING AN IEP**

* **Placement:** The Arc determines the appropriate placement for your child’s education.
* **Services:** Accommodations, modifications, and supports.
* **Goals:** Annual goals are given measurable benchmarks to determine success.
* **Least Restrictive Environment:** Education must occur in the least restrictive environment that is capable of meeting the student’s needs.
* **Transition Planning:** Evaluates the services needed to be completed before graduation.

**REVIEWING THE IEP**

The ARC must review the IEP yearly, but additional meetings may be convened.

**DISAGREEMENTS**

If at any point in the process there is a disagreement between the parents and the school regarding evaluation, eligibility, placements, goals, etc., there are options for settling a dispute.

* IEP Review meeting: Get your concerns and requests “on the record.”
* Mediation: An impartial third-party will attempt to get all parties involved to come to an agreement.
* State Administrative Complaint: Must be filed within 1 year; must be resolved within 60 days.
* 504 complaints: must be filed within 180 days.
* Office of Civil Rights Complaint: Must be filed within 180 days.
* Due Process Complaint: Similar to a trial. Must be filed within 3 years, and a decision must be made within 45 days of the resolution period.

**REEVALUATION**

Must occur at least every 3 years, unless the ARC agrees that a reevaluation is not necessary.