

Special Education At a Glance



1. Referral.

Parents may request that their child be evaluated to see if their child qualifies for special education services. You can get a *referral* form from the school principal.

2. Permission to evaluate.

Because your child will be tested in a variety of areas based on the suspected disability, you will need to give your permission for evaluation. Once the principal receives the referral form, he/she will make a determination as to whether or not to evaluate. The principal will assign someone from the special education team to oversee the evaluation process. That person will send home a *Permission for Evaluation* form that you will need to sign and return. If the principal decides not to complete the evaluation, you will be notified in writing.

3. Evaluated.

The evaluation must assess your child in all areas related to your child's suspected disability. The evaluation results will be used to decide your child's eligibility for special education and related services and to make decisions about an appropriate educational program for your child.

4. Eligibility is decided.

A group of qualified professionals, with your input, will look at your child's evaluation results. Together, you will decide 1) if your child is a "child with disability," as defined by the Individuals with Disabilities Education Act (IDEA) and 2) the educational needs of your child.

5. Special Education Services.

If your child is found to be a "child with disability," as defined by IDEA, he or she is eligible for special education and related services. Within 30 calendar days after your child is determined eligible, the team must meet to write an Individualized Education Program (IEP) for your child.

6. IEP meeting is schedule.

The school system schedules and conducts the IEP meeting. School staff must:

- Contact the participants, including you, as parents.
- Notified you early enough to make a sure you have an opportunity to attend.
- Schedule the meeting at time and place agreeable to both you and the school team.
- Tell you who will be attending.
- Tell you that you may invite people to the meeting who have knowledge or special experience about your child.

7. IEP meeting is held and the IEP is written.

The IEP team gathers to talk about your child's needs and write the IEP. You and your child (when appropriate) are a very important part of the team.

Before the school system may provide special education and related services to your child for the first time, you must give consent. Your child will begin to receive services as soon as possible after the meeting.

8. Services are provided.

The school makes sure that your child's IEP is being carried out as it was written. You will be given a copy of the IEP. Each of your child's teachers and service providers has access to the IEP and knows his or her specific responsibilities for carrying out the IEP. This includes the accommodations, modifications, and supports that must be provided to your child, in keeping with the IEP.

9. Progress is measured and reported to parents.

You child's progress toward the annual goals is measure, as stated in the IEP. You will be regularly informed of your child progress and whether that progress is enough for your child to achieve the goals by the end of the year. These progress reports must be given to you at least as often as parents are informed of the nondisabled children's progress.

10. IEP is reviewed.

The IEP team reviews your child's IEP at least once a year, or more often if you or members of the school ask for a review. If necessary, the IEP is revised. You, as team members, must be invited to attend these meetings. You can make suggestions for changes as well.

11. Child is reevaluated

At least every three years your child must be reevaluated. The purpose of the reevaluation is to find out if your child continues to be a "child with disability," as defined by IDEA, and what your child's educational needs are. However, your child must be reevaluated more often if conditions warrant or if you or the teacher asks for a reevaluation.

For additional information, please contact:

The Special Education Department at your neighborhood school

The District Special education Department at 801-374-4800

The Utah State Board of Education at 801-538-7500

The Utah Parent Center at 801-272-1051