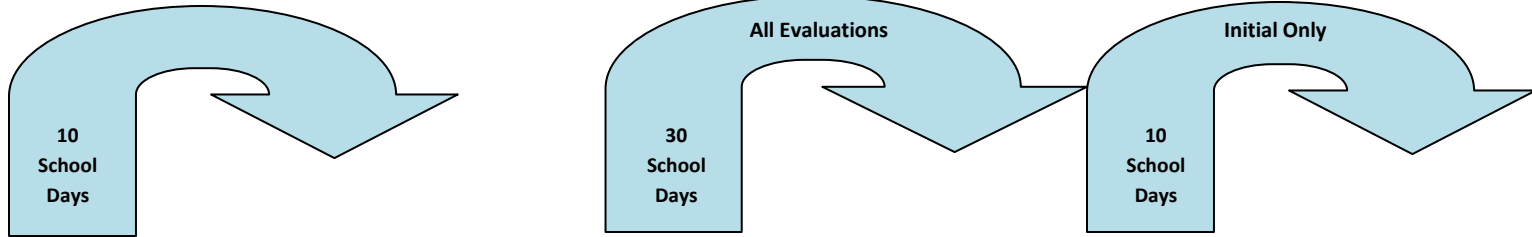


CCISD Initial Evaluation Process and Time Line



District Receives Written Request for Evaluation
 (If verbal, inform/assist to put in writing)
Provide Copy of Procedural Safeguards
 Write or stamp date of receipt on written request
CONTACT DIAGNOSTIC STAFF IMMEDIATELY

R
E
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D
process

Request Written Parental Consent to Evaluate
Provide Written Notice
 (last page of REED form)
Document Mode and Date of Delivery of Notice *

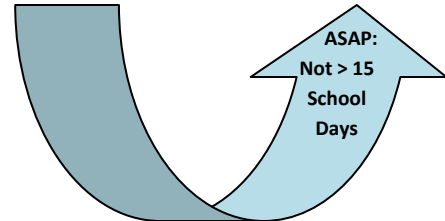
Parent Consent Received
 Timeline begins when district receives parental consent (day zero)
 Record date district receives signed parental consent to evaluate.

EVALUATION

IEP**
Provide Notice for Initial Provision of Services and Programs
 7 school days between IEP meeting and notice allowable; complete both within time line
Document Mode and Date of Delivery of Notice *

District Receives Parental Consent to Provide Initial Special Education Services and Programs
 Record date district receives signed parental consent to provide initial SE services and programs.

Implementation of Special Education Services and Programs



* Deliver notice on date notice is signed by district.

Extension of the 30 day time line is allowable for any evaluation if agreed to by the parent and district. Agreement to extend evaluation time line does not alter due date of any IEP/Notice with exception of initial IEP.

** If IEP team decides student is ineligible, complete IEP to point where decision is documented. Provide Notice. End of process. (New request for evaluation → new initial evaluation process.)

Notice is given for some proposed actions; likewise, written notice must be given to parents when districts REFUSE certain actions. Notice forms above are for proposed actions; seek CCISD guidance when contemplating refusal.

Reminder: Record Initial IEP details on Initial IEP Tracking Log and provide to data entry personnel.