
SPECIAL EDUCATION ASSESSMENT REQUEST POLICY**Request for Initial Evaluation**

A parent/guardian of a student may initiate a request for an initial special education evaluation to determine if their student qualifies for special education services.

1. Such initial evaluation shall consist of procedures to determine whether a student qualifies for special education services within 60 days of receiving parental/guardian consent for the evaluation and to determine the educational needs of the student.
2. Exception- The relevant time-frame shall not apply to Excel Academy Charter School and its programs (“EACS”) if:
 - a. a student enrolls in EACS after the relevant timeframe has begun and prior to a determination by the student’s previous local educational agency (“LEA”) as to whether the student qualifies for special education services but only if EACS is making sufficient progress to ensure prompt completion of the evaluation, and the parent/guardian and EACS agree to a specific time when the evaluation will be completed;
 - b. the parent/guardian of a student repeatedly fails or refuses to produce the student for the evaluation.

When the Teacher of Record receives a written request from a parent/guardian for a formal special education assessment the ToR should forward the request to the Special Education Intake Manager immediately.

Upon receipt of the request:

1. The SPED department acknowledges receipt of formal assessment request
2. Special Education Intake Manager will schedule a “Request for Special Education Referral Meeting” .
 - a. The meeting will be scheduled within 5-8 days of request
 - b. During the meeting, areas of concern will be discussed.
 - c. During the meeting, strategies and supports already attempted will be discussed
 - d. Additional strategies and supports will be discussed, and if agreed to, implemented prior to an assessment plan being sent. If parent agrees a follow up SST meeting will be scheduled, to support the student during the 60 day timeline.
3. The SPED department will communicate to the parent/guardian that they will be making a decision whether or not to accept or deny the assessment request based on data shared at the Request for a Special Education Referral meeting.
4. The parent/guardian will hear from the SPED department as to whether or not the Assessment Plan (“AP”) will be developed within 15 days from the date of the written request from the parent/guardian.

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5. If an AP is generated and once the AP is signed by the parent/guardian and returned to the SPED department , the SPED department has 60 calendar days to complete the assessment and hold an Individualized Education Plan (“IEP”) meeting.

The SPED department will contact the parent/guardian in accordance with the required timelines.