## EMAA HEAD START PARENT FOLLOW-UP ON EVALUATION PROCESS Initial Evaluation Process: Parent Referral

request, but it is still a Parent Referral.  Procedural Safeguards should be provided by the school within 5 days.  Ask your family advocate what Procedural Safeguards are.	parents. This initiates the evaluation process.  If there is no reason to suspect a disability, provide a Notice of Action Refused.	The evaluation process may exceed 60 days in certain circumstances (e.g. snow days, school vacation days, child's absence because of illness). Reasons for the extension must be documented.		What is an IEP>Individualized Education Program? Individualized means that the IEP must be written for your particular child, not a group or class. It addresses the educational needs of your particular child. Education indicates that the IEP should address your child's problem areas of learning. Program tells you that the IEP includes statements about your child's present educational abilities and needs, and outlines goals and objectives or benchmarks to be accomplished in the coming year. It lists necessary services that the school will provide during the year to assist your child in reaching those goals.		
Referral Date  Date school's early childhood certificated staff receives parent request for evaluation. PAT, Head Start, First Steps can help facilitate the	within 30 days  School staff decides if there is reason to suspect disability.  If so, conduct a Review of Existing Data with a group of individuals meeting the requirements of an IEP team including the	Provide Notice of Action to Evaluate and obtain consent OR Notice of Action Refused  Meeting to determine eligibility must be held:  *within 60 days of the school's receipt of the parent's consent.	Gather data (if necessary) as determined during the review of existing data.  Notify parent of eligibility determinations meeting, generally 10 days prior.	Conduct meeting to Determine Eligibility  If found ineligible, provide Notice of Action - Ineligibility.	within 30 days  Notify parent of IEP meeting, generally 10 days prior.	Develop IEP for eligible child.

## REFERRAL (School has 30 days to respond)

Date you contacted school:

About 10-15 days, if you have not heard from the school, call and ask when the "Review of Existing Data" meeting will occur.

Contact person:

Phone:

School/address: On sample letter.

## REVIEW OF EXISTING DATA/

CONSENT SIGNED

The 60 day evaluation process begins the date the school receives your consent for evaluation.

Consent given on:

If you have not heard from the school within 45-50 days of the date you provided consent, call and ask them when the Eligibility Determination meeting will be.

## ELIGIBILITY DETERMINATION/ IEP MEETING(S)

Option of completing IEP meeting at Eligibility Determination meeting, but must be completed within 30 days.

Determined eligible on: