## EMAA HEAD START PARENT FOLLOW-UP ON EVALUATION PROCESS

### Initial Evaluation Process: Parent Referral

<table>
<thead>
<tr>
<th>Step</th>
<th>Timeframe</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral Date</td>
<td>within 30 days</td>
<td>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 parents. This initiates the evaluation process. If there is no reason to suspect a disability, provide a Notice of Action Refused.</td>
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<tr>
<td>Provide Notice of Action to Evaluate and obtain consent OR Notice of Action Refused</td>
<td>60 days</td>
<td>Gather data (if necessary) as determined during the review of existing data. Meeting to determine eligibility must be held: <em>within 60 days of the school's receipt of the parent's consent.</em> Notify parent of eligibility determinations meeting, generally 10 days prior.</td>
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<tr>
<td>Conduct meeting to Determine Eligibility</td>
<td>within 30 days</td>
<td>If found ineligible, provide Notice of Action - Ineligibility.</td>
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<tr>
<td>Develop IEP for eligible child.</td>
<td></td>
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</tbody>
</table>

### School's Early Childhood Certificated Staff

- Date school's early childhood certificated staff receives parent request for evaluation. PAT, Head Start, First Steps can help facilitate the 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.**

### 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 (School has 30 days to respond)

- **Date you contacted school:**
- **Contact person:**
- **Phone:**
- **School/address:**
- **Consent given on:**

### REVIEW OF EXISTING DATA/CONSENT SIGNED

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

### ELIGIBILITY DETERMINATION/IEP MEETING(S)

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

### For further information and to attend free training sessions, contact MPACT (1-877-876-2831).

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