Overview of the Special Education Process

Referral

Evaluation

**Multidisciplinary Evaluation Team (MET) / Individualized Education Plan (IEP) Meeting:**
Education parent and school professionals review data and evaluation results to determine eligibility for special education and related services; occurs within the 60 day timeframe for the initial evaluation.

**MET/IEP Team Decides:**
1. Does the child have an educational disability?
2. Does the child need Special Education Services?

Team writes the IEP together. This includes deciding what services the child needs.

Team decides on the child’s program and placement.

Team reviews the child’s IEP at least once every school year.

Team does a reevaluation of the child at least every three years or more frequently if parents and school agree, but not more than one time per year.

Although this chart shows a series of decisions, all decisions are connected. All the decisions are centered on the needs of the child.

For some children, all the MET/IEP decisions can be made in one meeting. For other children, the team will need to meet more than once.
Overview of the Special Education Process

Child Find / School staff identifies need for evaluation

Written request for evaluation

**Initial Evaluation:**
Must be completed within 60 calendar days from the date the education parent provides informed written consent

**Multidisciplinary Evaluation Team (MET)/IEP Meeting:**
Education parent and school professionals review data and evaluation results to determine eligibility for special education and related services; occurs within the 60 day timeframe for the initial evaluation.

**Agreement on Eligibility**

**Independent Education Evaluation**
May be requested as a second opinion

**Disagreement on Eligibility**

**Individualized Education Plan (IEP) Created**
Initial IEP meeting must be held within 30 calendar days of child being determined eligible

**Approved**
MET team reviews the findings

**Denied**
Someone other than the school may pay for the evaluation and the MET team will review the findings

**Initial Placement and Implementation**
Must have consent from education parent

**Manifestation Hearings**
Occur when a child with an IEP is facing a suspension or expulsion of more than 10 days, in order to determine if the negative behavior was a result of his or her disability

**IEP Reviews**
Must occur annually; may occur before the year mark if requested by education parent

**3 Year Re-evaluation**
Determines continued eligibility; may occur earlier if appropriate; re-testing must be requested by the education parent at the re-evaluation meeting

Handout #5.12