The Special Education Evaluation/IEP Process

LEA Initiated Request

This flowchart shows the basic steps to be followed and the decisions to be made by Local Educational Agencies (LEAs) to meet the requirements for evaluation and development of *Individualized Education Programs* (*IEPs*) for students with disabilities **when the request is initiated by the LEA**. It is not meant to replace the IDEA or Chapters 14 and 711 of the Pennsylvania Regulations. For more detailed information about the evaluation process, refer to the annotated *Evaluation Report*, available at www.pattan.net.

Flowchart:

- LEA requests permission to evaluate →
- Issue *Prior Written Notice for Initial Evaluation* and *Request for Consent Form* with *Procedural Safeguards Notice* (*) →
- Did the parents give permission?
  - **Yes** → Conduct evaluation - Complete *Evaluation Report (ER)*
  - **No** → LEA may pursue due process, but not required → Was the evaluation ordered by a hearing officer?
    - **No** → No provision of special education services
    - **Yes** → Conduct evaluation - Complete *Evaluation Report (ER)*
- Conduct evaluation - Complete *Evaluation Report (ER)* → Is the student eligible?
  - **No** → Issue *Notice of Recommended Educational Placement/Prior Written Notice* → No provision of special education services
  - **Yes** → Invite parents to meeting - *Invitation to IEP or Other Meeting* → Develop *IEP* → Issue *Notice of Recommended Educational Placement/Prior Written Notice* → Do parents agree to initial provision of special education services?
    - **Yes** → Implement *IEP* and monitor progress
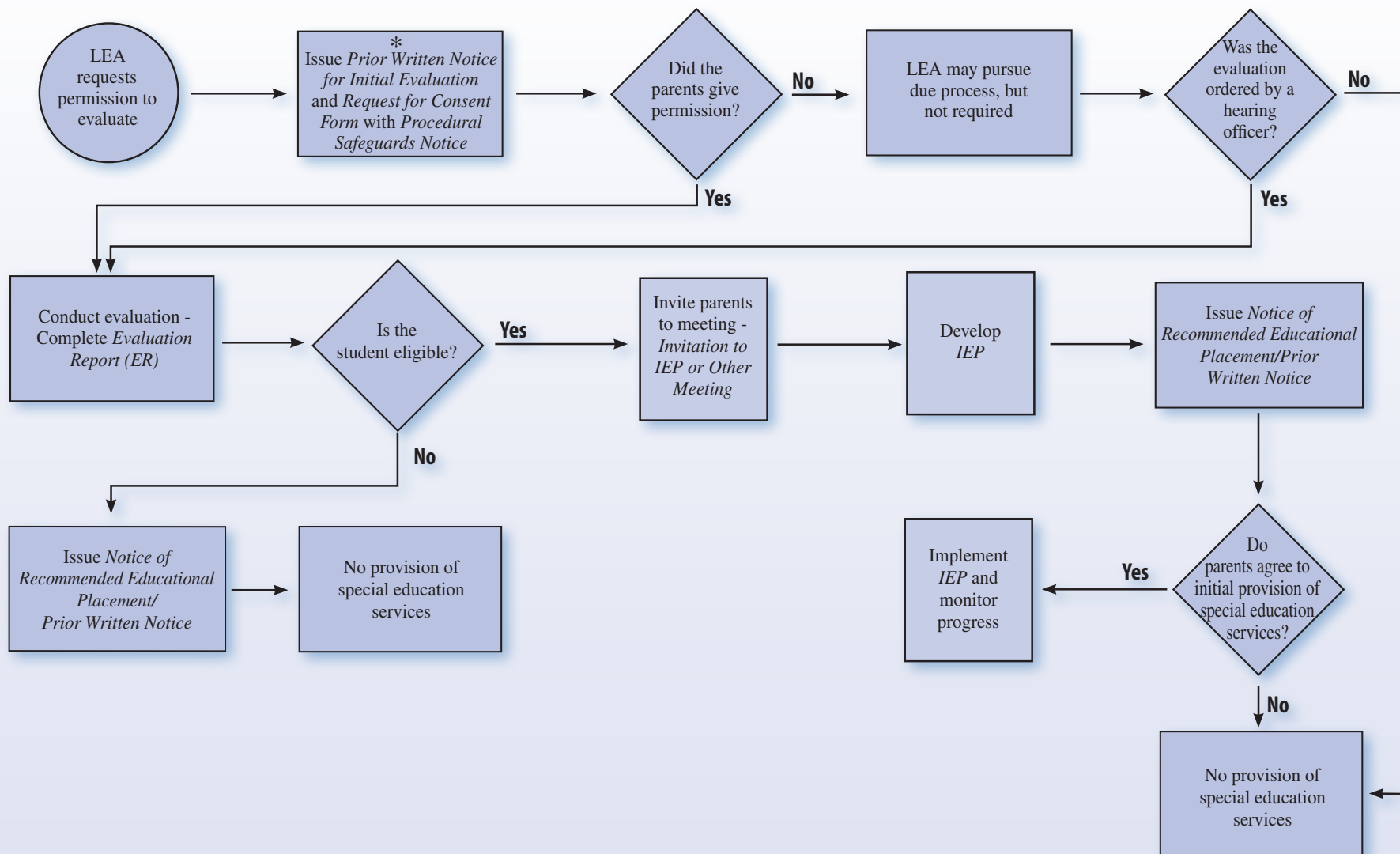   - **No** → No provision of special education services

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Parent Initiated Request

pennsylvania
DEPARTMENT OF EDUCATION

Bureau of Special Education
Pennsylvania Training and Technical Assistance Network

Parent asks school professional or administrator for evaluation for special education

→

Is the request in writing? — **Yes** → Does the LEA agree with the request for an evaluation? — **Yes** →

Does the LEA agree with the request for an evaluation? — **No**

No ↓

Issue *Permission to Evaluate-Evaluation Request Form*, *Notice of Recommended Educational Placement/Prior Written Notice*, and *Procedural Safeguards Notice*

→ Does the LEA agree with the request for an evaluation? — **Yes**

No ↓

Issue *Notice of Recommended Educational Placement/Prior Written Notice* and *Procedural Safeguards Notice*

Go to the other side and begin at the *

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