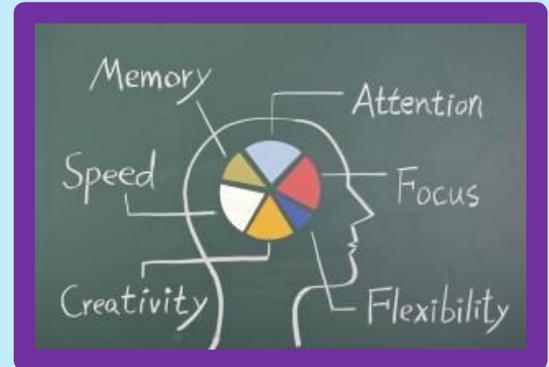


Requesting Special Education Evaluations

Special education evaluations can help determine whether a student needs special education services. If the evaluations show that a student has a disability and would benefit from services, they can help the school and caregivers make an education plan.

Signs a Student May Need Special Education:

- Poor grades or attendance
- Difficulty with assignments, memory, or attention
- Trouble with speech or language
- Social or emotional problems



Step-by-Step Guide for Requesting Special Education Assessments

1. Complete the form on the flyer. Include any academic or behavioral concerns and whether a doctor has already diagnosed your student with a disability.
2. Turn in the form to your school principal or special education coordinator.
3. Get proof your request was received – There are three ways to get proof you submitted the form:
 - i. Submit in person. Have the school date stamp the form, and keep a copy;
 - ii. Fax the form and keep a copy of the transmission report confirming it was received; or
 - iii. Mail by certified mail and keep the receipt.
4. Mark your calendar for 15 calendar days from when the request was received, as the school has only 15 days to either send an assessment plan or a written denial.
5. Review, sign, and return the assessment plan within 15 calendar days, and include a request for a copy of the assessment reports 5 business days before the Individualized Education Program (“IEP”) meeting. The school now has 60 calendar days to complete the assessments and hold the IEP meeting.



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REQUEST FOR SPECIAL EDUCATION EVALUATION

ERH Name:	
Address:	
City, State, Zip:	
Phone/Email:	

Student's Name:	
Student's D.O.B.:	
Grade Level:	
School:	
District:	

Date: ____ / ____ / ____

Dear Principal/Special Education Coordinator,

I am the education rights holder for the above-mentioned student. I am requesting that my student receive comprehensive psycho-educational assessments to determine academic and behavioral strengths and weaknesses and to appropriately address my student's educational and special education service needs.

Assessments are needed at this time because my student has the following academic and/or behavioral needs:

In compliance with this request, please forward a proposed assessment plan to the address included above within fifteen (15) calendar days. Cal. Educ. Code §§ 56043(a) and 56321(a). I would also like to receive copies of any assessment reports and protocols when available or at least five (5) days prior to any Individualized Education Program meetings that is scheduled.

Thank you for your attention and cooperation regarding this matter. If you have any questions, do not hesitate to contact me at the number listed above.

ERH Signature: _____

ERH Name: _____