



# INDIVIDUALIZED EDUCATION PLAN (IEP)



# How do I request an Individualized Education Plan (IEP) evaluation at my child's school?

An Individual Education Plan (IEP) is a formal, legally binding document that outlines special education services that are tailored to the qualifying child's specific educational needs.

## **1. Referral or request is submitted by someone who works closely with the child, usually a parent or school professional.**

- a. The request may be written or verbal.
- b. Parent/guardian consent is needed.
- c. Mandatory evaluation timeframe.

## **2. Child is evaluated.**

- a. Observation is conducted in the classroom with peers.
- b. Individual testing and skills evaluation.
- c. If the parent/guardian disagrees with evaluation process, they may request an Independent Education Evaluation (IEE) from a third party (you can request that the school pays for this evaluation).

## **3. Eligibility is decided.**

- a. A group meeting is held with educational professionals and parents/guardians (parents/guardians have the right to invite outside specialists such as private therapists)
- b. Eligibility is discussed together as a team utilizing IDEA guidelines to decide if this child formally qualifies as a "child with a disability"
- c. Parents/guardians may request a hearing to challenge eligibility decision

## **4. If child is found eligible ...**

- a. Generally a second meeting is scheduled to create the IEP guidelines, accommodations and modifications
- b. This must be done with the IEP complete within 30 calendar days from the eligibility meeting
- c. Before any services begin the parent/guardian must give consent

\*A parent/guardian request for evaluation MUST be followed. Providing the school with a formal, dated letter of request tends to ensure the request is taken seriously. Schools may not delay this request for any reason (including "it's too late in the school year," or "the child will not qualify," etc.).

\*\*Parents have the right to disagree with the IEP and services offered. Mediation may be offered in order to come to an agreement. If that does not result in an acceptable resolution, the parent/guardian may file a formal complaint with the state education agency to request a due process hearing.

**The school's role:** To ensure IEP services are being carried out exactly as written — this is the law. Schools will report progress and measure progress towards goals. Schools are mandated to review a child's IEP annually and, if necessary, revise it. The child must be reevaluated at least every three years, or if parents/guardians or teachers request a reevaluation at any time.

