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Do you have concerns about your child's learning in school? Do you think a special ed evaluation would be appropriate? Consider consulting your child, his/her teachers, adjustment counselor, principal, and medical team to discuss your concerns. They may have suggestions on whether an IEP, 504 or another service would be helpful.

Think about what you want your child to be tested for, and consider consulting members of the special education office. Instead of requesting all the evaluations possible, you should request evaluations that relate to the concerns you have for your child. Check out our handout "How do I initiate special education testing" to learn more about types of evaluations

After consulting, you decide that a 504 or another service is more appropriate than an IEP. You work closely with your child and his/her school to determine what accommodations would help.

As the education decision maker, you can send a request for an evaluation to your child's school. In your request, you can explain what testing you would like done. To make the process more efficient, you can explain that this signed document acts as your consent and testing can occur immediately. Check out our sample letters.

Upon receipt of your signed consent, the school will initiate testing. This testing can be done in one sitting, but is most often conducted across a few days. Testing should be completed within **30 school days** from when the school received your signed consent.

You can request a summary of the evaluation **2 days prior to the team meeting**, which will help you prepare for the team meeting. Keep in mind that this document must be accessible to you. If you need it to be translated to another language, please ask the school.

EDM accepts proposal and signs. Services provided immediately

EDM accepts proposal partially and signs. Accepted services will be provided immediately

EDM rejects proposal fully. No services will be provided

EDM reviews, returns IEP w/in 30 calendar days

IEP is written within 55 days of signed consent

Team meeting, w/in 45 days of signed consent

Ineligible

} 504 or another service may be appropriate

Eligible