Initial Eligibility: Step by Step

Step 1: Request for Evaluation

A request for an evaluation is made by the parent to determine the child's eligibility for special education.

14 school days

Step 2: Decision to Proceed

At this stage, the district meets with the parent to determine whether an evaluation should proceed. If yes, the district needs to determine what domains will be evaluated and will request the parent's consent to do the evaluation.

Timeline does not start until parent signs consent

Step 3: Consent to Evaluate

The evaluation cannot proceed until the parent has provided informed written consent for the district to begin the evaluation. Timelines for completing the evaluation do not start until consent has been given by the parent.

Step 4: Evaluation

During a period of up to 60 school days, district personnel can take the steps needed to complete the evaluation. If any part of the evaluation has been written in final form, it may be shared with the parent.





Step 5: Eligibility Conference & IEP

By the end of the 60th school day, the evaluation team must meet with the parent to decide if the child is eligible for special education. If yes, an IEP team must then meet with the parent to develop the IEP for the student.

Initial Placement does not occur until parent signs consent

Step 6: Consent for Placement

Before the special education services can begin, the parent must provide written informed consent to allow the district to proceed with the placement. Placement may begin no sooner than 10 days after theparent consents, unless the parent gives permission for it to start sooner.