**Special Education Process**

### Child Find

Shall be completed within 45 calendar days

- After entry of each preschool or kindergarten student and any student enrolling without records of screening, evaluation, or progress in school
- After notification by parents of concerns regarding developmental or educational progress of their child
- Transfer students’ educational enrollment data and performance in the prior school must be reviewed
- A student with a history of special education who is not currently eligible shall be considered for referral for a full and individual evaluation or other services

### Conduct Screening

**Concerns Noted**

(Parents must be notified of concerns within 10 school days)

**No Concerns Noted**

(No further action necessary)

### Follow-Up of Concerns Noted

Conduct and document follow-up that may include but is not limited to pre-referral activities, screening, response to intervention strategies

### Referral for Evaluation

**Initial Evaluation**

Provide Prior Written Notice, Procedural Safeguards and Meeting Notice (if meeting is to take place)

Review existing data

**Additional Data Needed**

Provide Prior Written Notice

Obtain Parental Consent

Gather additional data

Provide Meeting Notice

Review new data

Determine eligibility

Summarize all information in an evaluation report provided to parent

Provide Prior Written Notice

**No Additional Data Needed**

Provide Meeting Notice

Determine eligibility

Summarize all information in an evaluation report provided to parent

Provide Prior Written Notice

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**IEP Development**

Provide Meeting Notice

Develop IEP

Provide Prior Written Notice