FLOW CHART OF SPECIAL EDUCATION PROCESS PELHAM SCHOOL DISTRICT

Referral

"Notice of Receipt of Special Education Referral" and Procedural Safeguards sent to parent(s).

Diposition of Referral (Within 15 days)

Parent Intake Interview is completed with parent and referral is reviewed to determine if evaluation is warranted. Written prior notice detailing disposition, procedural safeguards and minutes of meeting are sent to parents

Evaluation Team Meeting

(including parent)

"Proposal for an Individual Evaluation" "Parent's Response to a Special Education Proposal" Written Prior Notice, Minutes of team meeting, parents have 14 days to agree/disagree

Determination of Eligibility

(including parent)
Within 60 days of permission

"Parent Notification of Special Education Team Meeting" (10 days in advance) Individual examiner reports, "Evaluation Summary Report", "Parent's Response to a Special Education Proposal", Written Prior Notice, Parents have 14 days to agree/disagree

IEP Development

(within 30 days of special education identification)

"Parent Notification of Special Education Team Meeting including procedural safeguards (10 days in advance), Document all efforts to ensure parent participation in meeting(s). Parents participate in IEP development

- Prior to meeting through input form
- Throughout meeting(s)

IEP, written prior notice, minutes of meeting, "parent's response to special education proposal" Parents have 14 days to agree or disagree

Placement

(upon IEP agreement)

"Parent Notification of Special Education Team Meeting including procedural safeguards (10 days in advance), review continuum of placements. Determine placement in *least restrictive environment*. Written prior notice, minutes of meeting, "Annual Statement of Program," including "Parents Response to Special Education Proposal" Parents have 14 days to agree or disagree

Monitoring IEP

(upon IEP agreement)

Special Education teams meet to monitor the education program as needed. This step may result in an IEP Amendment, additional evaluation or other items that result in a change or adjustment to the student's educational program and may necessitate a change to the IEP. The following forms may be used: IEP, IEP, Written Prior Notice, Minutes of Meeting, and Parent Response to Special Education Proposal. Parents have 14 days to agree or disagree to proposals.