The Special Education Evaluation/IEP Process

This flowchart shows the basic steps to be followed and the decisions to be made by Local Educational Agencies (LEAs) to meet the requirements for evaluation and development of Individualized Education Programs (IEPs) for students with disabilities when the request is initiated by the LEA. It is not meant to replace the IDEA or Chapters 14 and 711 of the Pennsylvania Regulations. For more detailed information about the evaluation process, refer to the annotated Evaluation Report, available at www.pattan.net.

*Issue Prior Written Notice for Initial Evaluation and Request for Consent Form with Procedural Safeguards Notice

Did the parents give permission?

LEA may pursue due process, but not required

Was the evaluation ordered by a hearing officer?

Conduct evaluation - Complete Evaluation Report (ER)

Is the student eligible?

Develop IEP

Issue Notice of Recommended Educational Placement/Prior Written Notice

Invite parents to meeting - Invitation to IEP or Other Meeting

Implement IEP and monitor progress

Do parents agree to initial provision of special education services?

No provision of special education services

No

Yes

No

Yes

No

Yes

No

No

No
The Special Education Evaluation/IEP Process

This flowchart shows the basic steps to be followed and the decisions to be made by Local Educational Agencies (LEAs) to meet the requirements for evaluation and development of Individualized Education Programs (IEPs) for students with disabilities when the request is made by the parent(s). It is not meant to replace the IDEA or Chapters 14 and 711 of the Pennsylvania Regulations. For more detailed information about the evaluation process, refer to the annotated Evaluation Report, available at www.pattan.net. 

Parent Initiated Request

Parent asks school professional or administrator for evaluation for special education

Is the request in writing?

Does the LEA agree with the request for an evaluation?

Issue Permission to Evaluate-Evaluation Request Form, Notice of Recommended Educational Placement/Prior Written Notice, and Procedural Safeguards Notice

Issue Notice of Recommended Educational Placement/Prior Written Notice and Procedural Safeguards Notice

Go to the other side and begin at the *