**Steps to Getting a Child Designated as a Student with Disability**

1. **Red flags that Student May be a Student with a Disability** : Child is having issues at school
   1. Academic
      1. Retained
      2. Poor grades
   2. Behavioral
      1. Suspensions/Expulsion
      2. Restraints
2. **Diagnosis**:
   1. Provide diagnosis to the school
   2. If child does not have a diagnosis, get a diagnosis from the child’s doctor
3. **Request Evaluation(s)**: Students must be evaluated prior to receiving special education services
   1. Request that child be evaluated in ALL suspected areas of disability
   2. Put your request in writing---Email is best
4. **Consent**:
   1. The school must obtain consent within 20 days of your request
   2. The consent form must be signed before school can begin evaluation
5. **Timeline:** Evaluations must be completed 60 days from the date the consent form was signed
6. **Refusal to evaluate**
   1. The school must provide the parent with written notice explaining its refusal to conduct the evaluation within 20 days
7. **Eligibility Meeting:** School must schedule a meeting once evaluations are completed to determine:
   1. If child is eligible under the Individuals with Disabilities Education Act (IDEA)
   2. The child’s specific educational needs
   3. What special education services and related services are appropriate for addressing the student’s needs
8. **If Eligible:** An individual education plan(IEP) is created to address all the child’s educational needs
9. **If You Do not Agree with the Evaluations:**
   1. Request an independent educational evaluation (IEE) if you disagree with the results of the evaluation
   2. School must either agree, pay for the IEE, or file for a Due Process hearing to show the assessment was appropriate.