

KY-SPIN, Inc. Information Sheet Series

“How to Get An Evaluation for Your Child Through School”

(ages 3-21)

If you feel your child has a disability or has been diagnosed with a disability you may want to request an evaluation through school for special education services. Individuals with Disabilities Education Improvement Act (IDEA), under Part B for ages 3-21 years of age, is a specific federal education law for children with disabilities who qualify. It is not just enough to have been diagnosed with a disability to qualify under this law, it has to be shown that the disability is educationally relevant. If your child qualifies under IDEA then an Individualized Education Program (IEP) will be written with you as an equal IEP Team Member. Qualifying for special education services doesn't mean he/she has to go into a special education class rather the law is written for every child to be in Least Restrictive Environment (LRE) (regular class) then if that is not what is appropriate for your child look at other settings. There are a number of categories children can qualify for an IEP in school. The evaluation is at no cost to parents.

The Steps to have your child evaluated:

- 1) Request in writing (keep a copy) your child be evaluated under IDEA for an IEP to the head of special education for the county/independent public school system and principal of your child's school. In that letter request Parental Consent to Evaluate be sent immediately. This request is considered a Referral under IDEA.
- 2) Sign Parental Consent to Evaluate (keep a copy) and return it as soon as possible because the school has 60 school days to complete the evaluation.
- 3) Once the evaluation is completed you will have a meeting called Admissions and Release Committee (ARC) meeting to review results and there is to be someone there who can explain the evaluation results to you. If your child qualifies you may also write the IEP for your child in that meeting. ARC/IEP meetings mean the same thing in Kentucky.
- 4) If you do not agree with the evaluation results you have the right to request in writing and in the meeting an Independent Education Evaluation (IEE) (at no cost to you), but you have to go through proper process with the school to obtain an IEE. Then an outside evaluator will evaluate your child.
- 5) The team (which includes parents) will then review results of IEE in a meeting, just as you did with the school evaluation. If your child qualifies you may also write the IEP for your child in that meeting. ARC/IEP meetings mean the same thing in Kentucky.



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