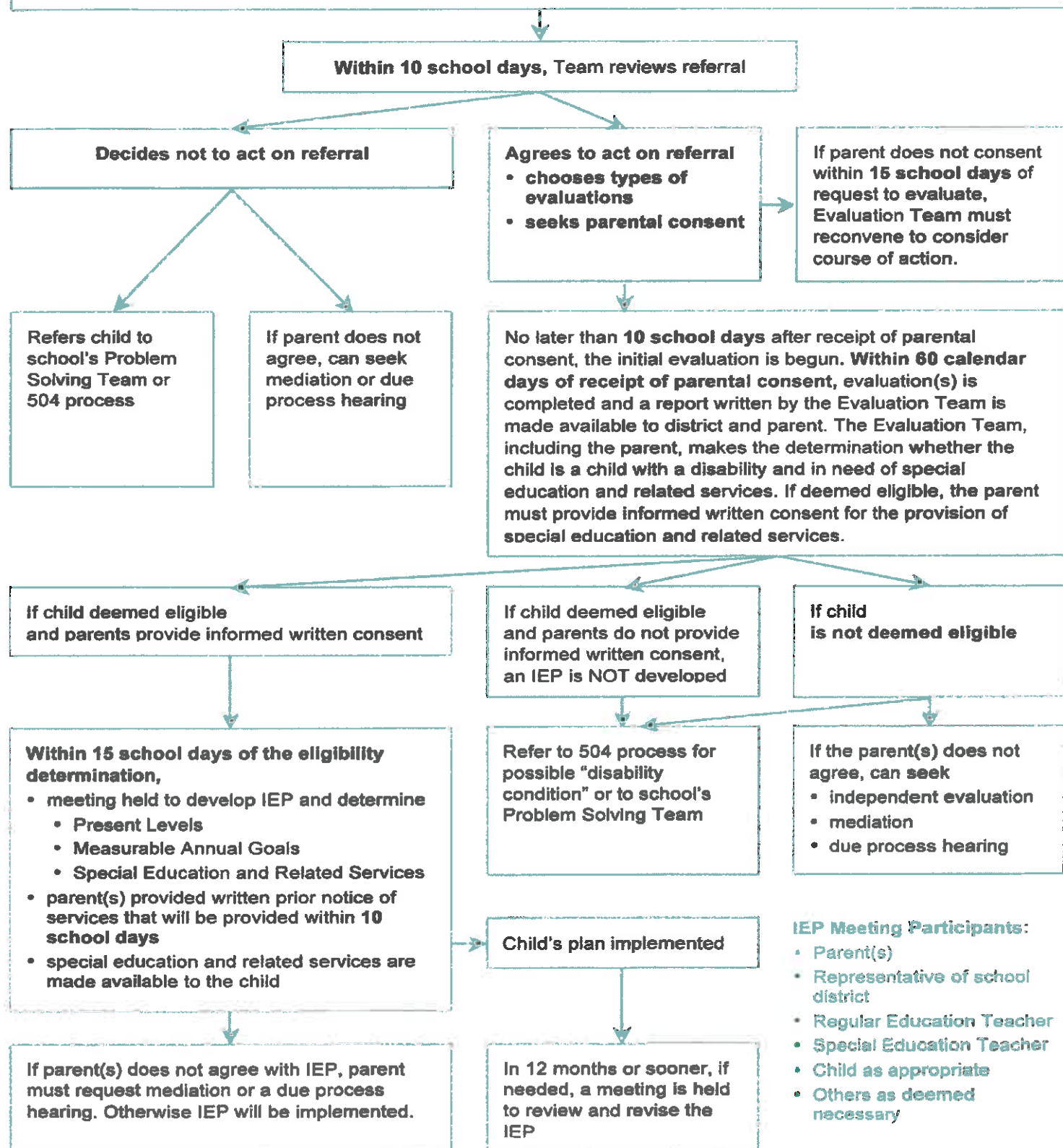


The school district shall document a history of the child's response to scientific, research based interventions before referring the student for a special education evaluation. This process does not prohibit direct referral for a special education evaluation at any time by a parent or school district representative.

## The IEP Process

### Child referred to Evaluation Team including parent for possible special needs

*Evaluation Team includes qualified personnel, who meet state approved or recognized certification or licensing in relevant areas, and the parent*



# Timelines for Referral, Evaluation (Initial and Reevaluation), Eligibility, and IEP Development/Implementation

## Guidelines for Local Education Agencies\*

Rhode Island Department of Education Office of Student, Community, and Academic Supports

Referral	
10 school days	The public agency must conduct a meeting of the Evaluation Team within 10 school days of the receipt of a referral to determine whether a special education evaluation is needed. The Evaluation Team is comprised of qualified professionals and the parent, including members described in §300.321.
10 school days	<p>If an evaluation is needed, it must start no later than 10 school days after the receipt of parental consent to evaluate. (Should the parent not notify the agency of his/her consent within 5 school days, the agency must document its efforts to obtain consent. Should parental consent not be obtained within 15 school days, the Evaluation Team must reconvene.)</p> <p>If it is determined that an initial evaluation is not needed, the evaluation team shall consider referring the student's case back to general education for appropriate action.</p>
Evaluation/Eligibility/IEP	
60 calendar days:	<p>Within 60 calendar days of parental consent to evaluate:</p> <p>Child must be evaluated and a written Evaluation Team report provided.</p> <p>An Eligibility Team meeting must be convened to determine whether the child has a disability and is in need of special education and related services. The Eligibility Team is comprised of qualified professional and the parent.</p>
15 school days:	If determined eligible, an IEP meeting convening members described in §300.321-322, must be conducted and an IEP is developed and special education and related services are made available to the child in accordance with an IEP within 15 school days of the eligibility determination.
10 school days:	Following the development of the IEP, special education and related services must be made available in accordance with the IEP as soon as possible, but not later than by 10 school days.
Reevaluation	
60 calendar days	The public agency must conduct reevaluations and determine continued eligibility, and, when eligibility continues, make available continued services in accordance with timelines and provisions of reevaluation and evaluation procedures in §300.303-311.
Not more than 1x per year	Reevaluation limitations: May not occur more than once per year, unless the parent and public agency agree otherwise; and
Every 3 years	must occur at least once every 3 years, unless the parent and public agency agree that a reevaluation is unnecessary.

\*These guidelines are intended to assist public agencies with implementation of *Regulations Governing the Education of Children with Disabilities* adopted on December 19, 2007 by the Rhode Island Board of Regents for Elementary and Secondary Education and effective July 1, 2008. References regarding these timelines can be found in Regulations §300.300, §300.301, §300.303 - §300.311, §300.321, and §300.323.

***The Referral – Evaluation – Services Process***  
**regarding students referred for a special education evaluation**

<b><u>STEP</u></b>	<b><u>FUNCTION</u></b>	<b><u>WHO</u></b>	<b><u>TIMELINE</u></b>
<b><u>Referral Review</u></b>	To decide, based on the referral information, <b>whether evaluation is warranted</b> and, if so, <b>which assessments</b> will be conducted as part of the evaluation	<b>A team</b> of qualified professionals and the parent	Review and consideration of the referral within <b>10 school days</b>
<b><u>Evaluation</u></b>	<p>To collect information about the student and, based on assessed performance and needs, to determine <b>whether the student has a disability and requires</b> (meets eligibility criteria for) <b>special education</b>.</p> <p>For eligible students, to <b>report on the child's unique abilities and special needs</b> in a way that will inform the IEP team as it designs individualized supports for the student.</p> <p>For ineligible students, to offer information about the student and/or about other avenues for supporting successful learning.</p>	<b>A team</b> of qualified professionals and the parent, referred to as the Evaluation Team	<p><i>When evaluation is indicated:</i>  <b>Must begin no later than 10</b> school days after receipt of parental consent</p> <p><b>Must be completed within 60 calendar</b> days of parental consent, including evaluation team meeting, eligibility determination, and team report</p>
<b><u>IEP</u></b>	<p>For eligible students: To <b>develop an individualized education program (IEP)</b> designed to meet the unique special needs of each student.</p> <p>To <b>reach agreement</b> re: the student's strengths and needs; in need areas, his/her present levels of performance; goals &amp; objectives relative to performance standards and the general curriculum; extent of participation in and accommodations within the natural environment; any accommodations needed to ensure participation in state performance assessment; supports and services to be provided that meet identified needs and support student goals; and other components. To <b>record</b> IEP team decisions on the RI IEP form.</p>	<p><b>An IEP team</b> consisting of at least <b>4 persons*</b>, including: parent; Student when 16, or younger if appropriate; general ed teacher; special ed teacher; district representative. A team member must be conversant w/ the instructional implications of the evaluation results.</p>	<p>To <b>develop the IEP:</b></p> <p><b>Within 15 school</b> days of determining eligibility, IEP meeting must be conducted, IEP developed, &amp; services made available. Implementation must occur as soon as possible—but no later than 10 school days.</p>

\* IEP team membership may differ from this, but only when the parent and school district agree (**in writing**) and only under one of the following two circumstances:

- 1) The parties agree that a member is not necessary because his or her area is not relevant; or
- 2) The parties consent to a relevant member's excusal, and the member submits written input prior to the meeting.

