

# Before it reaches the evaluator

Who asks, what you do, and how it moves. The whole thing is three sentences.

**Anyone can ask.**

**Ask in writing.**

**A parent's written request is answered in 15 school days.**

|      | Teacher<br>You see it first                                                                                                                                                                                                                                                                      | Parent<br>You can start it                                                                                                                                                                                                                                                           | Administrator<br>You own the decision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Who  | You, when what you're trying isn't working.                                                                                                                                                                                                                                                      | You. Any time. <b>No</b> permission needed. <b>No</b> waiting for more intervention.                                                                                                                                                                                                 | You, the day the request reaches you. Spoken counts too.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| What | <b>Put it in writing.</b> A worry in the hallway isn't a referral. A form is.                                                                                                                                                                                                                    | <b>Put it in writing.</b> A phone call counts and the school must answer it. Only a dated request starts the 15-day clock.                                                                                                                                                           | <b>Start the clock and run the meeting.</b> The 15 days began when it arrived.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| How  | <ol style="list-style-type: none"> <li>1 Keep a folder: what you tried, for how long, what happened.</li> <li>2 Talk with the parent. One honest conversation.</li> <li>3 Fill out your campus referral form and hand it to your administrator. Not the diagnostician, not a mailbox.</li> </ol> | <ol style="list-style-type: none"> <li>1 Email or write the principal.</li> <li>2 Date it. Keep a copy.</li> <li>3 Wait no more than 15 school days for a written answer.</li> </ol> <p><i>"I am requesting a full individual evaluation of my child for special education."</i></p> | <ol style="list-style-type: none"> <li>1 Date-stamp it the day it arrives. If it came out loud, help the parent write it down that day, then treat it as written.</li> <li>2 Call the MTSS meeting. Invite the evaluator and special education. Bring the data: grades, interventions, attendance, work samples.</li> <li>3 Stay in the room. Yes or no is a decision you make with them, not a folder you hand off.</li> <li>4 Make sure the parent gets a written answer within 15 school days: consent and notice, or a written no with the reasons and a copy of parent rights.</li> </ol> <p><i>The meeting runs beside the 15 days, never in front of them.</i></p> |

If the school says yes → Parent signs consent → Now it's on the evaluator's desk → 45 school days to finish