

# HOUSTON INDEPENDENT SCHOOL DISTRICT

## Evaluation Request Procedures (504 and Special Education)

CAMPUS STAFF  
EVALUATION STAFF  
**TIMELINE IN EFFECT**

**START**

Parent makes request verbally OR in writing

Staff member assures parent that request will be submitted to the IAT designee  
**15-SCHOOL DAY TIMELINE BEGINS**

Staff member notifies the IAT designee of the request (date, time, specific concerns)  
**24 HOUR DEADLINE**

IAT chair confirms receipt of request  
**48 HOURS**

IAT chair contacts parent within **48 HOURS** to schedule a meeting

Request for Evaluation (RFE) information is entered in EasyIEP by the IAT chair

IAT chair invites building team members to discuss student's records and performance  
Procedural Safeguards are provided to parent by IAT chair  
**Is the IAT committee recommending an evaluation after reviewing all data?**

**NO**

An Intervention Plan is completed and/or updated

Documentation for reason to not evaluate are **provided** to the evaluation specialists

Notice: Prior Written Notice is provided to parent by **evaluation specialists**

The Summary of Response to Request for Evaluation document is finalized and generated by the IAT chair and given to the evaluator to explain to parent  
**(15-SCHOOL DAY TIMELINE ENDS)**

Evaluation Services team members may be a part of the IAT committee but are not required members.

**YES**

An Intervention Plan is completed and/or updated and should be implemented during the evaluation

IAT Committee determines **504 OR special education evaluation is warranted**

Does the IAT committee suspect a disability that may require special education or related services?

IAT chair ensures completion of Special Education Referral Packet (all information must be completed-see attachment)

IAT chair will provide referral documents and notify appropriate **evaluation specialist(s)** (i.e., LSSP, SLP, Ed. Diag) of completed referral information via email

Evaluation Specialist(s) will contact the parent to schedule informed consent meeting. Consent needs to be obtained within **5 school days** of receiving notification from IAT chair and provide **Prior Written Notice (15 SCHOOL DAY TIMELINE ENDS)**

Note: Informed consent form is generated in EasyIEP as part of the Referral for Evaluation Packet by the appropriate evaluation personnel

Does the committee suspect dyslexia (or related disorder)?

IAT chair ensures completion of 504 Referral Packet (all information must be completed)

504 Coordinator will scan and upload referral packet and consent for 504 evaluation into EasyIEP

504 Coordinator will notify assigned campus diagnostician that all documents and consent has been obtained for 504 assessment via email. This needs to be completed within **5 school days** of receiving notification from the **504 Coordinator**

Evaluation will be completed within **45 school days.**

### HOUSTON INDEPENDENT SCHOOL DISTRICT

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