

DO YOU KNOW A CHILD WITH A DISABILITY?

IS THE CHILD ENROLLED IN A HOUSTON ISD SCHOOL?

- Contact the campus Intervention Assistance Team (IAT) Coordinator by email or telephone.
- The IAT Coordinator will schedule and invite you to participate in an IAT meeting to consider your request for evaluation.
- During the IAT meeting, data supporting your request will be considered by the team.
- Finally, Evaluation personnel will ask you to formally consent to the evaluation or the IAT may formally issue a Prior Written Notice of Refusal to Evaluate.
- The process described above must be completed within 15-school days of your request.

IS YOUR CHILD RECEIVING SERVICES THROUGH AN EARLY CHILDHOOD INTERVENTION (ECI) AGENCY?

- The ECI case manager will invite you to a transition meeting with representatives from HISD to discuss the evaluation and eligibility process.
- The evaluation staff will contact you with the date, time, and location for the evaluation.
- The Educational Diagnostician, School Psychologist and/or the Speech Language Pathologist (SLP) will complete the evaluation.
- Following the evaluation, you will be invited to an Admission, Review and Dismissal (ARD) meeting to review the results and possible Special Education service options at an HISD school close to your home.
- Your child's HISD evaluation case manager will be your contact throughout this process.

IS YOUR CHILD ENROLLED IN A PRIVATE SCHOOL

- In Texas, home-schooled students are considered private school students.
- Students who attend private schools located within Houston ISD are eligible for referral, evaluation, and some special education services, regardless of the child's district of residence.
- For students presently attending a private school, the referral source should request an evaluation through the Office of Special Education Services (OSES) by submitting the [Evaluation Request for Students Parentally Placed in Private Schools](#).
- The private school liaison will convene an Intervention Assistance Team (IAT) to consider your request and respond to you within 15-school days.
- Data supporting your request will be considered by the committee during the IAT meeting.
- If the IAT proposes to conduct an initial evaluation, an evaluation case manager will ask you to formally consent to the evaluation.

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- If the IAT refuses the request for an initial evaluation, you will receive an explanation of why the IAT refused to conduct an initial evaluation, information that was used as the basis of the decision, as well as a copy of the Notice of Procedural Safeguards and Prior Written Notice of Refusal to Evaluate.

IS YOUR CHILD NOT ENROLLED IN SCHOOL?

- Contact your neighborhood HISD school. The school will convene an IAT to consider your request.
- Evaluation personnel will ask you to formally consent to the evaluation or the IAT may formally issue a Prior Written Notice of Refusal to Evaluate.
- The process described above must be completed within 15-school days of your request.

