

Initial Referral Timelines & Procedures (Special Education)

When a teacher (or other staff member) or parent makes a request (verbal or written) for an evaluation to a Local Education Agency (LEA) via **staff member** (i.e., campus administrator, employee, district personnel or Director of Special Education) the **15-school day timeline** starts.

Staff members must notify the Intervention Assistance Team (IAT) Liaison of the request within **24 hours** (date, time, and specific concerns).

IAT Liaison creates the Request for Evaluation (RFE) Request in EasyIEP within 24hours.

IAT Liaison contacts parent within **48 hours** to schedule a meeting and provides the parent with a copy of the receipt (parent/guardian invite from HISD Connect).

No later than 15th school day after the date the district receives the request for evaluation, the LEA must provide a notice of action. This notice of action is called the Request for Evaluation (RFE) Response. The campus IAT members are required to meet to discuss student's records, data, performance, and create an **IAT Intervention Plan** in HISD Connect. (IAT Liaison, parents, teachers, administrator, LPAC Representative (*as appropriate*) and evaluation staff are required at this meeting).

The IAT Liaison creates the **Request for Evaluation (RFE) Response** in EasyIEP indicating the referral is for **Special Education** is warranted. **Prior Written Notice (PWN) must be completed by an evaluation team member for all referral requests.** The evaluation team member must provide the parent with a copy of the Procedural Safeguards.

If the IAT determines that an evaluation is warranted:

1. IAT Liaison ensures completion of Special Education Referral Checklist and provides these documents to the appropriate evaluation specialist(s) (i.e., LSSP, Diagnostician, SLP).
2. An Intervention Plan must be completed and/or updated in HISD Connect and should be implemented during the evaluation.
3. The evaluation team member(s) will contact parent to obtain informed consent within *5 school days* and provide Prior Written Notice (PWN).

If the IAT committee determines an evaluation for Special Education is NOT needed:

1. The IAT Liaison creates the RFE Response in EasyIEP indicating a referral is NOT needed for Special Education. The campus IAT members will create an IAT intervention plan in HISD Connect and implement that plan.
2. Evaluation team member completes PWN and provides a copy of the Procedural Safeguards.
3. The RFE summary for Evaluation is finalized and generated by the IAT liaison and given to the parent.

FAQs:

What are the Tiered Systems of Support?

In **Tier 1**, students receive quality classroom instruction in the general classroom (classroom teacher), which consists of scientifically based curriculum, differentiated instruction, universal behavior management systems, and screenings.

In **Tier 2**, students participate in targeted small-group (two to five students) instruction several times a week for 6 to 8 weeks while also receiving Tier 1 support.

Students who do not make sufficient progress with Tier 2 interventions, move to **Tier 3** to receive more intensive intervention *with greater frequency*.

While in TIER 3, if students are not responding to intensive interventions, students are considered for a special education evaluation.

Parents can request a formal evaluation under IDEA (2004) at any point during RTI.

What are the reasons for referral or the suspected disability(-ies)?

Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability (ex: reading, math, written expression), Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment Including Blindness, or Multiple Disabilities