HISD | Special Populations
OPERATE IN EXCELLENCE

Referral for Initial Evaluation -
Special Education Evaluation is determined as needed

The IAT Team determines if the student needs evaluation

Yes

The **Request for Evaluation (RFE)** Summary of Response is created

In the justification box, the IAT liaison will summarize the meeting

Parent Agrees to Full Individual and Initial Evaluation (FIIE)

Notice of Procedural Safeguards are provided to parent by the Evaluation Specialist at the IAT Meeting.

Select "Referral for SPED Evaluation is needed"

Complete/Finalize the **Request for Evaluation (RFE)** Summary of Response

Parent signs the consent forms for FIIE

The evaluation team member(s) will contact parent to obtain the informed consent **by the 15 days** from the request

The written report of the evaluation (FIIE) must be completed **not later than 45 school days** following the date written consent was received

The ARD committee must **determine initial eligibility within 30 calendar days** from the date the evaluation report is completed

An intervention plan is completed and/or updated and should be implemented during the evaluation.

Parent DOES NOT agree to Full Individual and Initial Evaluation (FIIE)

State in the justification box that the parent does not agree

Select "Referral for SPED Evaluation is Needed"

Notice of Procedural Safeguards are provided to parent by the Evaluation Specialist at the IAT Meeting

Complete/Finalize the **RFE** Summary of Response

Parent signs denial of consent

Implement the Student's IAT intervention plan in HISD Connect

No

In the justification box, the IAT liaison will summarize the meeting.

Notice of Procedural Safeguards are provided to parent by the Evaluation Specialist at the IAT Meeting

Select "No Referral Needed"

Complete/Finalize the **RFE** Summary of Response in EasyIEP

Evaluation team member completes Prior Written Notice (PWN) and provides a copy of the Procedural Safeguards

Continue grade level, evidence-based core instruction (Tier 1) and provide any other appropriate tiered interventions

Implement the Student's IAT intervention plan in HISD Connect