

The Special Education Evaluation/IEP Process

The process begins with a request for an evaluation by the Local Educational Agency (LEA) or the parent of a child who is suspected to have a disability. The request must be made in writing and include the following information:

- The name of the child
- The date of birth
- The address
- The school the child is attending
- The name of the person making the request
- The reason for the request

The LEA must respond to the request within 30 days of receipt. If the LEA determines that the child does not have a disability, it must provide a written explanation to the parent. If the LEA determines that the child does have a disability, it must develop an Individualized Education Program (IEP) for the child. The IEP must be developed within 60 days of the date of the evaluation. The IEP must include the following information:

- The child's present levels of achievement
- The child's strengths and weaknesses
- The child's educational goals
- The special education and related services to be provided
- The dates and locations of the services
- The person responsible for providing the services



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The California Education Code requires that decisions be made by the Local Educational Agency (LEA) regarding the evaluation and