

EXCEPTIONAL : PARENT TRAINING and INFORMATION

DELIVERING A REQUEST FOR ASSESSMENT

The following is instruction on how to document your request for assessment in writing and acknowledgement of receipt by the school district. It is important to establish a paper trail as a legal timeline begins from the date on the letter requesting special education assessment.

You can write your letter any way you like. The main points to cover are:

1. **Request assessment**
2. **State briefly your concerns** (academics, attention, speech, behavior, etc.).

After you write and sign your letter, go to the office of the school at a not busy time of the day (not at the beginning or end of the day /at lunch time). Be prepared to wait. Ask the office staff to “date stamp” your letter. (This is a stamp that has that day’s date on it. They mark received mail with it). After it is date stamped, ask the office staff to please make you a copy of the letter – with the date stamp on it. Please wait for the letter, or you might never get your copy. This is important to have a copy for your records.

Another way to deliver your letter is to send the letter Certified, return receipt requested. Your Post Office form would be proof of delivery.

The district has 15 days from the date the request is received to respond to you in writing, NOT verbally. You should receive either an assessment plan to review or a denial letter. With the assessment plan, make sure all areas of concern are covered and sign. Once the school has the signed assessment plan, they have 60 days to complete assessment (this does not count extended school breaks, such as summers or long holidays). If you receive a denial letter, please contact us to discuss this further.

Additional information: The School may offer a **Student Success Team (SST)**, to support your child rather than do assessments. An SST is also known as “Response to Intervention” or RTI. The school may say “let’s do this for a while before we do the evaluations.” You may opt for this, but know that it is not a formal special education Individual Education Plan. You can ask for assessment, but also request the SST during the time the assessments are being done.

If you have any questions or concerns, please do not hesitate to call EPU Children’s Center and ask to speak with a Resource Specialist.

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