



ASSESSMENT PROCESS FOR SPECIAL EDUCATION

Intake: After receiving your written request you will be contacted to initiate and complete the intake questionnaire. Based on your reporting an assessment plan may be developed for you to sign.

When you sign and return the assessment plan, the assessment process will begin; he/she will be assigned to the examiners.

Observation: The examiners will schedule an appointment to observe your child at home or in a daycare/preschool setting. This is to observe your child in an environment that they are familiar with and more comfortable.

Assessment: You will be called to set up a convenient time for you to meet for testing. We will send you a letter confirming the appointment. The assessments usually occur at the Diagnostic Center.

On the day of the appointment, you and your child will meet with the examiners who will test your child. They will use toys and books to engage your child in activities. Your child's responses will help the examiners get an idea of any special help your child might need. Usually they can give you an idea at the end of the testing session of what they will be suggesting for later, when you will meet again for the IEP.

IEP Meeting: You will meet with the examiners to review the assessment result and discuss any help your child might need. You can bring other people with you if want **to**.

IEP stands for ***Individualized Education Program***. If your child qualifies for services, you and the team of people who worked with your child will write a document that includes the following things

- Your child's strengths
- Your concerns for improving your child's education
- The results of the evaluation just completed
- Your child's current education needs
- Measurable annual goals.

It is possible your child will not qualify for special education services.

You should ask questions and comment on any part of the IEP document that is confusing or that you disagree with. You are part of the team that is writing the document.

You will be asked if you agree with the IEP as it is written. You can do any of the following.

- Sign it, accepting the district offer to services
- Sign it, noting a part that you do not agree with, but accepting the rest of the services
- Not sign it, which brings the process to a halt, at least temporarily

At the end of the IEP meeting, you will be given a copy of the IEP to take with you.



SPECIAL EDUCATION DEPARTMENT

NO SHOW POLICY:

- First no-show: If you no-show for a scheduled appointment, you will receive a phone call that you have missed the appointment with an offer of reschedule.
- Second no-show: If you no show for the second appointment you will receive a letter asking you to contact our office to reschedule the appointment.
- However, our testing schedule is very tight; we may not be able to make a new appointment in the near future. If you contact the office past your child's 60 day timeline, a new assessment plan may need to be developed for you to sign and start the process again.

Transition to OUSD services: Once you have signed the IEP document, your child can start receiving services. You will be given a letter with information about the following.

- The school address/class hours/phone/teacher, if going to a class
- The therapist, if receiving speech therapy

If your child medically involved or will have to take medication at school, there are certain steps you must take before he or she can attend school.

If your child qualifies for a classroom, you can set up bus transportation through your IEP team. It may take 7-10 days before the bus start.