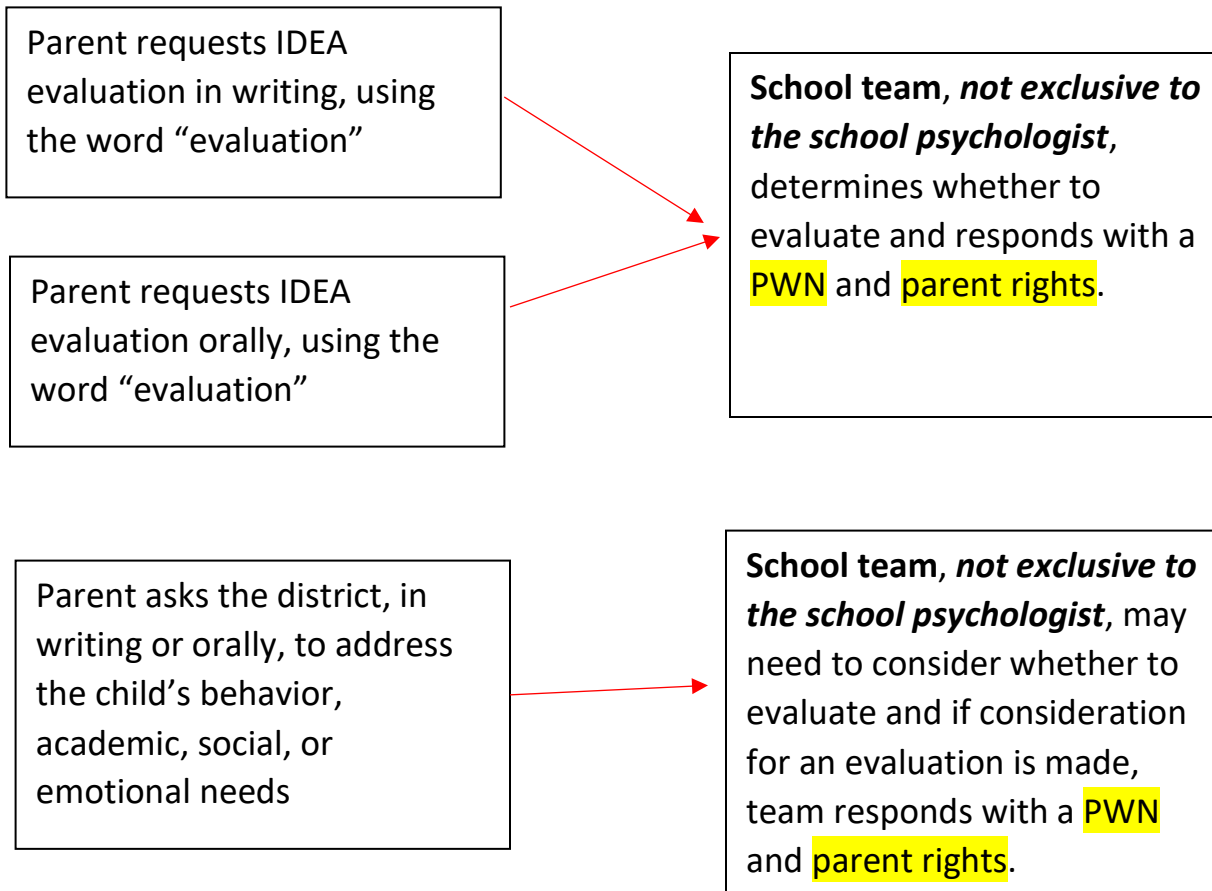


Response procedure when a parent requests an evaluation



Evaluation Tips	
Who is responsible and able to respond to the parent request for an evaluation?	All school team members: principal, special education teacher, speech pathologist, and school psychologist. One person is not the sole decider on whether a student is evaluated.
When a request for an evaluation is made, the school team needs to consider all data points for the student. A solution may be to put the student in the tier process, sign consent to evaluate so data points will be available when the team considers whether the student responded to tier interventions	
Refusing an evaluation request based on RTI is not allowed	
If an evaluation request is refused, the team must be prepared to demonstrate strong data points since refusal and the PWN given to the parent is a due process juncture.	
Anytime a parent makes a request for an evaluation, the response whether proposal or refusal to conduct the evaluation is always through a PWN.	