

Evaluation Procedures for IDEA

A request for an evaluation for special education services can be made by a parent (by writing a letter to the school Principal) or an employee of Naperville Community Unit School District #203. The school district is responsible for processing the request, deciding what action should be taken, and initiating any necessary procedures. To determine whether or not a child requires an evaluation, NCUSD may utilize screening data and conduct preliminary procedures such as observations, assessments for instructional purposes, consultation with the teacher or other individual making the request and a conference with the child.



Determine if Evaluation is Necessary

Within 14 school days of receiving a request for an evaluation, the school district shall determine whether an evaluation is warranted.

No Evaluation Necessary

If the school district determines not to conduct an evaluation, it shall provide written notice to parents and provide a copy of the procedural safeguards. Parents have the right to appeal this decision to the district or through an impartial due process hearing.

Problem Solving

The school team or parent could determine to meet and utilize a problem solving process.

Yes Evaluation Necessary

The school district will convene a team of individuals (including parents) to identify necessary assessments to complete the evaluation. The team will consider various domains of a students' functioning or performance when determining which assessments to utilize for the evaluation. These domains include; health, vision, hearing, social/emotional status, functional performance, intelligence, academic performance, communication and motor abilities. Informed written consent shall be obtained from the parents.

Conducting the Evaluation

Upon completion of the assessments, but no later than 60 school days following the date of receipt of informed written consent from the parents (or before the first day of the next school year if less than 60 days remain in the current year), the team must conduct an Evaluation meeting to determine eligibility for services. Parents must be given at least 10 days notice prior to the meeting.

Determining Eligibility

The IEP team, after considering the evaluation and other information available regarding the child, shall determine whether the child is or continues to be eligible for special education and related services as a child with a disability as defined by federal and state law and the child's educational needs. A copy of this full eligibility report will be provided to the parents. In the result the student is determined eligible for special education services, an IEP meeting shall be conducted to create an individualized education program within 30 days.

Create Individualized Education Program