

Refusal of Parental Request for an Evaluation

Procedures

When a parent makes a written or verbal request for a special education evaluation and the SATeam does not agree with the request, the SATeam must:

1. Give the parent a copy of the Louisiana Educational Rights of Children with Disabilities
2. Complete the Refusal to Evaluate Worksheet
3. Compose the refusing parental request letter (see sample) using the completed worksheet
4. Submit the letter to the ECS Department within 5 days of the parent request

The letter will be reviewed and mailed to the parent by the ECS department. A copy of the letter will be kept by the ECS Department and one will be sent to the school for the student's folder.

Prior Written Notice

Refusal to Evaluate

Student's Name: _____ Age: _____ DOB: _____

PARENT(S) NAME(S): _____

Mailing address: _____

Dear Parent/Guardian:

In accordance with the school's Educational Plan for Student Success, the school has a Student Assistance Team (SAT) whose purpose is to review the educational needs and progress of any student who may require additional support. On _____, the team considered your request that your child be evaluated for special education services under the Individuals with Disabilities Education Act (IDEA). A school district must evaluate a child for special education services under the IDEA when it suspects the child is disabled and in need of special education services. The SAT is the committee that considers requests and determines whether the child should be referred for a full evaluation to determine eligibility for special education. The SAT does not suspect that your child has a disability. Therefore, the SAT is denying your request for an evaluation for special education services under the IDEA.

Under the IDEA, the school district must give you prior written notice whenever it refuses to evaluate. Additionally, since you have requested an evaluation, the school district must give you a copy of the procedural safeguards notice under the IDEA. Enclosed is the procedural safeguards notice under the IDEA.

Below is the prior written notice required by the IDEA. In addition to explaining why the school district is refusing to evaluate your child for special education services, the prior written notice contains the recommendations of the SAT to meet the needs of your child. The SAT believes that these recommendations will enable your child to be successful.

Student Assistance Team

Date