

Are you worried about your preschool child's development or behavior? Your local elementary school can help!



Indiana Effective Evaluation
Resource Center
www.indianaaerc.org

Step 1: Family calls or visits their elementary school to Request an Evaluation

The school staff receiving your call will send your request for an evaluation to the appropriate preschool staff.

The preschool staff will call you to gather information about your child's development. They may schedule an intake meeting.

Step 2: Decision and Consent to Evaluate: **10 school days from the date of your request for evaluation**

Within 10 school days of your request for an evaluation, the school staff will explain child evaluations and special education services to you. If your request for an evaluation is denied, the school will explain why it is not necessary. If the school agrees with you, school staff will provide you a written notice of what evaluations will occur, the timeline and request your written permission to proceed.

Once you give permission for an evaluation, the date is scheduled and you are given a notice of the date.

Step 3: Child Evaluation and Assessment

Preschool evaluations are done by observing your child play and respond to directions or questions. The evaluation team will include a teacher and school psychologist; other therapists may be included based on your concerns – (speech or physical or occupational therapist).

The evaluation may take place in a classroom, therapy room, or other place where the child can show what he can do.

The evaluation team will write a report to share with you. A meeting will be scheduled to talk about the report; you will get a meeting notice. You can request to see the report and ask questions prior to the meeting.

Step 4: Case Conference Meeting, Eligibility, and Individual Education Plan (IEP): **50 school days from your permission to evaluate**

Together you and the evaluation staff are called the Case Conference Committee (CCC) or team. You will meet to talk about the evaluation report and decide if your child is eligible for special education services.

If your child is eligible for services, the CCC writes an Individual Education Plan (IEP) outlining what your child will learn (goals), how and where the preschool services will be provided. If you agree with the IEP, you sign it which gives the school permission to provide these services. You receive a copy of the IEP **within 10 days of the meeting.**

Step 5: Next Steps

Preschool services for your child can happen either in an individual session or with a group of other children. The early childhood therapy team will provide you with updates on how your child is making progress.

The IEP is updated once per year, but can be reviewed whenever you or the school feels it is needed.