

PERMISSION TO EVALUATE - EVALUATION REQUEST FORM (ANNOTATED)

Child's Name:

PERMISSION TO EVALUATE (PTE)-EVALUATION REQUEST FORM (ANNOTATED) School Age

ANNOTATION:

This is a new form as of July 1, 2008. State regulations require that when a parent makes an ORAL request for evaluation to any professional school employee or administrator, the parent must receive the *Permission To Evaluate - Evaluation Request Form* within 10 calendar days of the oral request. This form provides the means of getting the request in writing. It **does not provide informed consent to evaluate**, nor does it require the Local Education Agency (LEA) to evaluate the child. This form would not be issued if a parent requests an evaluation in writing. It is recommended that the recipient of this request makes a note of the date the oral request was made to avoid any misunderstanding with regard to the 10 calendar day timeline. The cover letter sent to the parent will identify the individual who received the oral request, and it is recommended that the professional employee receive notification that the request form was sent to the parent.

If a parent has asked any professional school employee or administrator for the school district or charter school (Local Education Agency - LEA) to evaluate his or her child for special education eligibility, the parent must be given this *PTE-Evaluation Request Form* within 10 calendar days of the date of the oral request.

Child's Name: _____

Date Sent (mm/dd/yy): _____

Name and Address of Parent/Guardian/Surrogate:

For LEA Use Only:
Date of Receipt of Request Form

ANNOTATION:

For LEA Use Only Box: Record the business date the *Permission to Evaluate - Evaluation Request Form* is delivered to the LEA. This date will provide documentation that the parent was provided a written request for an evaluation of the child.

I am requesting an evaluation of my child for special education services. I have these concerns about my child's educational performance and progress:

ANNOTATION: This section should contain specific information explaining the parent's concerns, for example, "My son is still having trouble with homework in math. He continues to say that he does not understand how to complete the problems."

Please send me the *Prior Written Notice for Initial Evaluation and Request for Consent Form* as soon as possible so that I can provide my written consent for the proposed evaluation to begin. I understand that the 60 calendar day (excluding summers) timeline will not begin until the LEA receives the *Prior Written Notice for Initial Evaluation and Request for Consent Form* with my signature.

Parent/Guardian/Surrogate Signature

Date (mm/dd/yy)

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Child's Name: _____

ANNOTATION:

Signing this form does NOT give the LEA permission to evaluate the child. Once signed, this form is a written request for evaluation.

For more information about the evaluation process, refer to the publication, "The Special Education Evaluation/IEP Process," which can be found under publications on the PaTTAN website at www.pattan.net or by calling PaTTAN at 800-441-3215.

Please return this form to the person listed below or to your child's teacher.

Name: _____

Address: _____

Once the school receives this *Permission to Evaluate - Evaluation Request Form*, the school will either:

1. Send you within a reasonable amount of time the *Prior Written Notice for Initial Evaluation and Request for Consent Form* that will describe the process and timeline that will be used for the evaluation and ask for your consent for the evaluation to begin,

ANNOTATION:

The LEA has the options of agreeing or disagreeing with the request to evaluate. If the LEA agrees, it will send the parent a *Prior Written Notice for Initial Evaluation and Request for Consent Form* within a reasonable amount of time. Although "reasonable amount of time" is not defined in the regulations, best practice considers 10 school days a reasonable time in which to respond. However, 10 school days may not be reasonable if, upon receipt of this request form, the LEA does not have enough information about the student to make a decision about conducting the evaluation, e.g., if a student is new to the LEA.

Once the consent form is received, the parent should sign and return it as soon as possible, thus giving the LEA permission to proceed with the evaluation.

OR

2. Send you a written notice, called a *Notice of Recommended Educational Placement/Prior Written Notice*, that explains why the LEA is refusing to evaluate your child and a *Procedural Safeguards Notice* that explains how you can challenge the LEA's refusal to evaluate your child.

ANNOTATION:

If the LEA disagrees, it will send the parent a *Notice of Recommended Educational Placement/Prior Written Notice (NOREP)* and the *Procedural Safeguards Notice* with the reasons it feels evaluation is not necessary. The parent will need to follow the procedures set forth in the *Procedural Safeguards Notice* to dispute the LEA's decision to refuse to conduct the evaluation.

Keep a copy of this form for your records.

If you have any questions, if you need the services of an interpreter, or if you believe you have not received a prompt response to this request, please contact me.

Name: _____ Position: _____

Phone: _____ Email: _____

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Child's Name:

Please read the enclosed *Procedural Safeguards Notice* that explains your rights, and includes state and local advocacy organizations that are available to help you understand your rights and how the special education process works.

For help in understanding this form, an annotated *Permission to Evaluate - Evaluation Request Form* is available on the PaTTAN website at www.pattan.net Type "Annotated Forms" in the Search feature on the website. If you do not have access to the Internet, you can request the annotated form by calling PaTTAN at 800-441-3215.

<p>ANNOTATION: Each form used in this process may be found on the PaTTAN website at www.pattan.net or by calling PaTTAN at 800-441-3215.</p>
