

Date: _____
MM/DD/YY

PRIOR NOTICE ABOUT EVALUATION/CONSENT FOR EVALUATION

Dear _____,

_____ has been referred for an evaluation. The Team is proposing the following:

<input type="checkbox"/> To evaluate your child's need for special education services.	<input type="checkbox"/> To reevaluate your child's needs for special education services.	<input type="checkbox"/> No additional evaluation data are needed to determine that your child needs or continues to need special education. The reason(s) why are: If you disagree, you may request an assessment to determine whether your child continues to be a child with a disability.
Because:		

This proposal is based on the following evaluation procedures, tests, records or reports:

Other options we considered were:

We decided against these options because:

Any other factors considered by the team:

Sincerely, _____
Name and Title Phone

CONSENT FOR EVALUATION	
We request your consent because:	
This is an initial evaluation and will be used to determine whether your child is a child with a disability and to determine special education needs.	
This evaluation will include intelligence or personality testing.	
This is a reevaluation and will be used to decide your child's continued eligibility and/or education needs. Except for tests of intelligence and personality, if you don't respond, the evaluation can be conducted without your consent.	
The evaluation procedure(s), assessment and/or test(s) we plan to use include the following:	

I give my permission for the evaluation. I understand my consent is voluntary and may be revoked any time before the evaluation process begins.

I refuse permission for the evaluation.

Signature (Parent/Guardian/Surrogate Parent)

(mm/dd/yy)

Parents of a child with a disability have protection under the procedural safeguards, which are enclosed. For assistance in understanding this information you may contact:

NAME TITLE PHONE

PRIOR NOTICE ABOUT EVALUATION /CONSENT FOR EVALUATION

This form is used to:

- Obtain and document parent consent for an initial special education evaluation;
- Obtain and document parent consent for an evaluation that will include individual personality or intelligence testing;
- Obtain and document parent consent for reevaluation (the agency may proceed with the reevaluation if the parent does not respond and the agency can demonstrate that it has taken reasonable measures to obtain consent);
- Provide written notice when the team is proposing not to conduct an evaluation; and
- Provide written notice when testing is proposed.

Directions:

1. Enter the month, day, and year the form is completed.
2. Enter the name of the parent, guardian, or surrogate parent.
3. Enter the child's name.
4. Indicate the intent of the team (to evaluate, reevaluate, or not to complete further testing), and indicate the reason(s) for this action.
5. Describe any screening, evaluation procedures, tests, records and reports used to make this decision.
6. Describe any other options that the team considered prior to this action.
7. Explain why the options were rejected.
8. Describe any other factors that contributed to the decision.
9. Check the relevant boxes indicating the type of evaluation planned and the evaluation procedures, assessments and/or tests to be used.
10. Enter the name, title and phone number of the person to contact for an explanation of the Procedural Safeguards.