Addendum to 2018-2019 Student Handbook

Special Education Referrals:
If a parent makes a written request for an initial evaluation for special education services to the
director of special education services or an administrative employee of the school district or open
enrollment charter school, the district or charter school must respond no later than 15 school days
after receiving the request. At the time, the district or charter school must give the parent a prior
written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the
Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the
student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not
need to be in writing. Districts and charter schools must still comply with all federal prior written
notice and procedural safeguard requirements and the requirements for identifying, locating, and
evaluating children who are suspected of being a child with a disability and in need of special
education. However, a verbal request does not require the district or charter school to respond
within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the
student's initial evaluation and evaluation report no later than 45 school days from the day it
receives a parent's written consent to evaluate the student. However, if the student is
absent from school during the evaluation period for three or more school days, the
evaluation period will be extended by the number of school days equal to the number of
school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a
parent's consent for the initial evaluation at least 35 but less than 45 school days before the
last instructional day of the school year, it must complete the written report and provide a
copy of the report to the parent by June 30 of that year. However, if the student is absent
from school for three or more days during the evaluation period, the June 30th due date no
longer applies. Instead, the general timeline of 45 school days plus extensions for absences
of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of
the evaluation report at no cost.
Additional information regarding special education is available from the district or charter
school in a companion document titled Parent's Guide to the Admission, Review, and
Dismissal Process.
Contact Person for Special Education Referrals:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:
Contact Person: Rodney Traylor II
Phone Number: 972-237-5492

Section 504 Referrals:
Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 service is:
Contact Person: Michelle Brinkman
Phone Number: 972-237-4039