









BASIC OVERVIEW OF THE NH SPECIAL EDUCATION PROCESS

For more in-depth information about the special education process, parent/educator partnerships, disability awareness and other related topics, please contact the Parent Information Center at www.picnh.org ~ (603) 224-7005 or (800) 947-7005, or email info@picnh.org

 Referral to Consider Special Education	 Decision-Making Meeting (Disposition of Referral)	 Evaluation	 Eligibility Determination
<p>Anyone, including a parent may refer a child to be evaluated for special education.</p> <p>A best practice is to make a referral in writing. If a parent makes a referral, they should write a letter, include the date & keep a copy for their records.</p> <p>If the referral is made by anyone other than the parent, the school must immediately notify the parent in writing.</p>	<p>The school must schedule an Individual Education Program (IEP) team meeting, which includes the parent, within 15 business days after receiving a referral. At this meeting, called the “disposition of referral” meeting, the IEP team will determine whether the child’s needs can be met through regular education services or if the child should be evaluated for special education, and what testing will be done. Written parental permission is needed before the school can evaluate.</p>	<p>After receiving written parental consent, the school district will evaluate the child to determine eligibility & identify the child’s educational needs. For initial evaluations, the evaluation process must be completed within 60 days (no extension). For reevaluations, parents and the school district may agree to an extension of not more than 30 days.</p> <p>This means the school district has 60 days to complete the evaluations, reevaluations and assessments, develop a written summary report, and hold an IEP Team meeting to review the results of the evaluations and assessments to determine eligibility. The school district must provide parents (by mail unless the parent and school district agree on another method) copies of each examiner’s evaluation & assessment report(s) at least 5 days prior to the IEP Team meeting at which the reports will be discussed.</p> <p>If a parent disagrees with the school’s evaluations, they may request an independent educational evaluation (IEE) at public expense or they may pay for their own IEE.</p>	<p>Based on the evaluation results, the IEP team decides if the child is eligible for special education and determines a disability classification. To be eligible for special education, the child’s disability must negatively impact his/her educational performance.</p>
 Development of the IEP (Individualized Education Program)	 Determination of Educational Placement	 Monitoring	 Some Additional Parent Rights
<p>Within 30 days after a child is determined eligible for special education, the IEP team meets to develop the IEP.</p> <p>The IEP is reviewed & revised, as necessary, at least once each year, and must be in place at the start of each school year.</p> <p>The parent has 14 calendar days to sign the IEP, or any other document for which their consent is requested. The parent may give consent, refuse consent, or give partial consent.</p>	<p>After the IEP has been signed by the parent & the school district, the IEP team determines the child’s educational placement to implement the IEP.</p> <p>Placement options include a variety of settings but must be in the child’s Least Restrictive Environment (LRE). LRE means the child is to be educated in the same setting as nondisabled peers, unless his/her needs cannot be met in that setting.</p>	<p>The IEP includes a statement of how the child’s progress towards the annual goals will be measured and when and how it will be reported. Parents may request an IEP team meeting if they have concerns about their child’s progress.</p> <p>The IEP team must meet to review and revise the IEP at least once each year.</p> <p>A child is formally reevaluated at least once every 3 years, unless the parent and school district agree it is not needed or a parent or teacher requests a reevaluation be done sooner.</p>	<ul style="list-style-type: none"> ▪ Participate in all team meetings as a member of the IEP team ▪ Request an IEP meeting & have the meeting held within 21 days or be given written prior notice as to why the school will not meet ▪ Give, withhold or revoke written consent ▪ Access their child’s educational records within 14 days ▪ Be notified about important decisions regarding their child’s education (Written Prior Notice) ▪ Receive written notice of IEP meetings 10 days before the meeting (5 days notice for a manifestation determination meeting) ▪ Receive information in understandable language, and be given an interpreter or translator, if needed ▪ File a complaint, request a facilitated IEP team meeting, mediation, neutral conference or due process hearing