

# Overview of the Special Education Evaluation Process

Parent Request for Evaluation



District receives request and responds in writing through a Prior Written Notice. The district is required to provide parents with a copy of Procedural Safeguards (Parent Right in Special Education packet).



District conducts a comprehensive record's review.



District responds to the parent request in writing within 30 calendar days from the date of the request per federal statute.



or



If the decision is to move forward with an evaluation, the district has up to 60 calendar days to complete testing and provide the parent a written report of the results (called an Evaluation Team Report).	If the decision is not to move forward with an evaluation, the process is discontinued.
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Question may be sent to:

Mr. Stephen Fowler, Director of Pupil Services  
Loudonville-Perrysville Exempted Village School District  
210 East Main Street  
Loudonville, Ohio 44842  
Phone: 419-994-3912  
Email: [stfowler@lpschools.net](mailto:stfowler@lpschools.net)

*Please see A Guide to Parent Rights in Special Education for more information.*