



Obtaining an Evaluation for a Private School Student

If your child attends a private school and you think your child may have a disability that affects his or her learning, this handout is for you. Below is a step-by-step process for asking the public school to evaluate* your child to determine if he or she is eligible for special education.

Before you ask the public school to evaluate your child:

- Ask your child's private school teacher(s) if they believe your child may have a disability that affects his or her learning. Ask your child's teacher(s) to put this opinion in writing;
- Ask your child's doctor to provide you with documentation of any medically diagnosed disability such as Attention Deficit Hyperactivity Disorder (ADHD).

Next, write a letter to the Director of Special Education for the public school district in which the private school is located to request the public school to evaluate your child. This letter should include the following information:

- Your name, your child's name, age and grade in school as well as how to contact you
- The name of the private school your child attends, his or her current teacher(s), and how to contact the school or teacher(s)
- Why you believe your child has a disability that affects learning
- Any written information you have from your child's teacher(s) or doctor
- You may also want to attach a private evaluation, if you have one. (Note: Although the school district must consider a private evaluation, they do not have to agree with the results, conclusions, or recommendations.)

Fax, mail or e-mail this letter with the attached information to the Director of Special Education for the school district in which the private school is located, and send a copy to your child's private school. Keep a copy of this letter and attached information for yourself.

In approximately 14 calendar days, someone from the public school district should contact you to set up a meeting to talk about your request. At that meeting, the public school may either agree to evaluate your child or deny your request for an evaluation.

1. If the school district agrees to evaluate:

- School staff will meet with you to discuss the evaluation. Together you will decide what educationally relevant areas will be evaluated.
- The school will give you a form that lists all of the areas of evaluation, materials and procedures, and who will perform the evaluations.
- You must sign this form to give the school district permission to evaluate.
- The school district has 30 school days from the date you sign and return the permission form to complete the evaluation, meet with you to explain the results, and give you a written summary of the evaluation results and eligibility determination.

2. If the public school denies your written request for an evaluation:

- You should receive a written explanation stating why they are denying your request. This explanation is called Prior Written Notice.
- If you do not receive a written explanation of the denial, you should write to the Director of Special Education and request a “Denial of Parent Request.”
- Once you receive the denial, if you still believe your child should be evaluated, indicate your disagreement on the “parent action” section of the Parent Consent/Objection form that should come with the Prior Written Notice. The school should then contact you to set up a conciliation or a mediation. For more information on resolving an evaluation disagreement, contact PACER Center.