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**SPECIAL EDUCATION ASSESSMENT REQUEST POLICY**

Pathways Academy Adult Education (“Pathways”) adopts this Special Education Initial Eligibility Assessment Request Policy to apply to students enrolled in Pathways.

**Request for Initial Evaluation**

An adult student holding their own educational rights and/or parent/guardian of a student (either known as an “educational rights holder”) may make a request for an initial special education evaluation to determine if the student is eligible for special education services.

An initial evaluation for special education eligibility shall be conducted, and an individualized education program (“IEP”) meeting held, within sixty (60) days of receiving written consent for the evaluation by the appropriate educational rights holder, as required by the Individuals with Disabilities Education Act (“IDEA”) and California state law.

**Procedure**

When the teacher facilitator/education advisor (“TF/EA”) receives a written request from the educational rights holder for a special education assessment, the fifteen (15) day response timeline commences. The TF/EA shall immediately forward the request to the Special Education department.

Upon receipt of the request:

1. The special education department shall acknowledge receipt of the assessment request.
2. The special education department shall contact the appropriate administrator to coordinate a response Student Support Team (“SST”) meeting.
  - a. The response SST meeting will be scheduled within five (5) school days of the request.
  - b. During the response SST meeting, strategies and supports previously attempted, if any, will be discussed.
  - c. New or additional strategies and supports will be discussed and, if agreed, implemented prior to an assessment plan (“AP”) for special education evaluation being proposed.
  - d. Follow-up meetings to the response SST meeting will be scheduled if necessary and appropriate.
3. The special education department shall respond within fifteen (15) calendar days of the initial request, by providing either an AP proposing special education assessments in all areas of suspected disability, or a prior written notice (“PWN”) denying the request for special education evaluation.
4. If an AP is proposed, once it is signed by the educational rights holder and returned, the sixty (60) day evaluation timeline commences. Pathways shall complete the evaluation

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and convene an IEP meeting within sixty (60) calendar days, pausing only for breaks of more than five (5) school days.

The special education department shall contact the educational rights holder in accordance with the required timelines.