PRIOR WRITTEN NOTICE FOR INITIAL EVALUATION AND REQUEST FOR CONSENT FORM

School Age

Child's Name: ____________________

Date Sent (mm/dd/yy): ____________

Name and Address of Parent/Guardian/Surrogate:

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For School(LEA) Use Only:
Date of Receipt of Prior Written Notice/Consent Form

Dear ____________________ :

The first step in the special education process is to conduct an initial individual evaluation of your child, which will consist of a variety of tests and assessments, provided at no cost to you. The school (LEA) must issue this form to provide prior written notice and obtain written consent from you before evaluating your child's need for special education services.

The school (LEA) proposes to complete the following action to determine if your child is eligible for special education and related services. If you have questions, please feel free to discuss them with the school (LEA).

School (LEA) Contact____________________ Email____________________

Position____________________ Phone ____________________

TYPE OF ACTION PROPOSED:

☐**The school (LEA) proposes to conduct an initial evaluation. (Parental Consent Required)**

1. EXPLANATION OF WHY THE EVALUATION IS PROPOSED:

2. DESCRIPTION OF THE DATA USED AS BASIS FOR PROPOSED EVALUATION *(INCLUDING EACH EVALUATION PROCEDURE, ASSESSMENT, RECORD OR REPORT USED AS BASIS FOR THIS PROPOSED INITIAL EVALUATION):*

3. DESCRIPTION OF OTHER FACTORS RELEVANT TO THIS PROPOSED INITIAL EVALUATION:

4. OTHER OPTIONS CONSIDERED RELEVANT TO THIS PROPOSED INITIAL EVALUATION AND WHY THE OTHER OPTIONS WERE REJECTED:

During the evaluation, information will be collected in the areas described below. This information will directly assist the team in determining:

- whether your child is a child with disability;
- the educational needs of your child;
- the present levels of academic achievement;
- functional performance of your child; and
- whether your child needs special education and related services.

THE PROPOSED EVALUATION WILL CONSIST OF THE FOLLOWING TYPES OF TESTS AND ASSESSMENTS:

PARENTAL CONSENT FOR AN INITIAL SPECIAL EDUCATION EVALUATION

In order for the proposed evaluation to begin, the school (LEA) must have your consent. Without your written consent, the school (LEA) cannot proceed with the proposed evaluation unless ordered by a hearing officer through a due process hearing. Without consent, the school (LEA) may proceed to due process hearing; however, it is not obligated to do so. If you do not provide written consent and the school (LEA) does not proceed to due process hearing, the evaluation for special education will not be conducted.

Upon receipt of parent consent, an evaluation team will conduct the evaluation. Information from all team members will be considered during the evaluation process. As the parent(s), you are a key member of the team. Information you provide is important to the team. Please send your ideas and concerns in writing to the contact person listed below, or contact them at the number provided if you would prefer to talk with someone directly. If an evaluation team meeting is held, you will be invited. Evaluation team meetings are not required.

The evaluation team will determine whether your child needs specially designed instruction because of a disability and is eligible for special education and related services. The results of the evaluation will be included in an *Evaluation Report (ER)*. If your child *is* determined to be eligible for special education, you will be invited to participate in developing an *Individualized Education Program (IEP)* that will include special education and related services your child requires in order to receive educational benefit.

TIMELINE FOR AN INITIAL SPECIAL EDUCATION EVALUATION

The *Evaluation Report* (ER) must be completed and a copy of the *ER* must be given to you no later than 60 calendar days after the school (LEA) has received your written consent for the evaluation. This 60 calendar day timeline does not include the summer break. Giving your consent for an evaluation does not mean you give consent for your child to receive special education and related services. If your child is eligible for

special education, you will be asked to provide written consent for the initial provision of special education services following the development of the *IEP*.

Please read the enclosed *Procedural Safeguards Notice* that explains your rights, and includes state and local advocacy organizations that are available to help you understand your rights and how the special education process works.

Keep a copy of this form for your records.

DIRECTIONS FOR PARENT/GUARDIAN: Consent for an initial evaluation is voluntary. Please consider the following options:

1. ☐ I would like to schedule an informal meeting with school (LEA) personnel to discuss this action.
2. ☐ I give consent to the proposed initial evaluation.
3. ☐ I do not give consent to the proposed initial evaluation.***

***If you selected option 3, you may request an informal meeting with school (LEA) personnel, mediation, or a due process hearing:

I would like to request:

- ☐ Informal Meeting with School (LEA) Personnel
- ☐ Mediation**
- ☐ Due Process Hearing**

**To initiate mediation or a due process hearing, as a parent you must submit your request to the Office for Dispute Resolution (ODR). To learn more about this process, contact the Special Education ConsultLine at 800-879-2301 or visit the ODR website at www.odr-pa.org.

I object to the proposed evaluation and my reason is (not required):

SIGN HERE:

_______________________	_______________	_______________
Parent/Guardian/Surrogate Signature	Date (mm/dd/yy)	Daytime Phone

PLEASE RETURN THIS ENTIRE FORM TO:

Name: ______________________________

Address: ______________________________

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PRIOR WRITTEN NOTICE FOR INITIAL EVALUATION AND REQUEST FOR CONSENT FORM
Child's Name:

For help in understanding this form, an annotated *Prior Written Notice for Evaluation and Request for Consent Form* is available on the PaTTAN website at www.pattan.net Once on the PaTTAN home page, select the Legal tab, then select Forms, and then Annotated Forms. If you do not have access to the Internet, call PaTTAN at 800-441-3215 to request the annotated form in print or the Special Education ConsultLine at 800-879-2301.

TAARIFA ILIYOANDIKWA MAPEMA YA TATHMINI YA KWANZA NA OMBI LA FOMU YA IDHINI

Umri wa Shule

Jina la Mtoto: ______________________________

Tarehe Iliyotumwa
(mm/dd/yy): ____________________

Jina na Anwani ya Mzazi/Mlezi/Mzazi Mbadala:

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Kwa Matumizi ya Shule(LEA) Pekee:
Tarehe ya Kupokea Taarifa Iliyoandikwa Mapema/Fomu ya Idhini

______________________________ : Mpendwa

Hatua ya kwanza katika mchakato wa elimu maalum ni kufanya tathmini ya kwanza kwa mtoto wako, ambayo itakuwa na aina mbalimbali za vipimo na ukadiriaji, zinazotolewa kwako bila gharama yoyote. Lazima Shule (LEA) itoe fomu hii ili kutoa taarifa iliyoandikwa mapema na kupata fomu ya idhini iliyoandikwa kutoka kwako kabla ya kutathmini hitaji la mtoto wako la huduma za elimu maalum.

Shule (LEA) inapendekeza kukamilisha hatua ifuatayo ili kubaini ikiwa mtoto wako anastahiki elimu maalum na huduma husika. Iwapo una maswali, tafadhali jihisi huru kuyajadili na shule (LEA).

Mwasiliani wa Shule (LEA)____________________________ Barua pepe____________________________

Cheo____________________________ SImu____________________________

AINA YA HATUA INAYOPENDEKEZWA:

☐**Shule (LEA) inapendekeza kufanya tathmini ya kwanza. (Idhini ya Mzazi Inahitajika)**

1. MAELEZO YA KWA NINI TATHMINI HIYO INAPENDEKEZWA:

2. MAELEZO YA DATA INAYOTUMIKA KAMA MSINGI WA TATHMINI INAYOPENDEKEZWA (IKIJUMUISHA KILA UTARATIBU WA TATHMINI, UKADIRIAJI, REKODI AU RIPOTI INAYOTUMIKA KAMA MSINGI WA TATHMINI HII YA KWANZA INAYOPENDEKEZWA):

3. MAELEZO YA MAMBO MENGINE YANAYOHUSIANA NA TATHMINI HII YA KWANZA INAYOPENDEKEZWA:

 Marekebisho ya Januari 2015

TAARIFA ILIYOANDIKWA MAPEMA YA TATHMINI YA KWANZA NA OMBI LA FOMU YA IDHINI
Jina la Mtoto:

4. CHAGUO ZINGINE ZINAZOZINGATIWA KUWA MUHIMU KWA TATHMINI HII YA KWANZA ILIYOPENDEKEZWA NA KWA NINI CHAGUO ZINGINE ZILIKATALIWA:

Wakati wa tathmini, maelezo yatakusanywa katika maeneo yaliyoelezwa hapa chini. Maelezo haya yatasaidia timu moja kwa moja katika kuamua:

- iwapo mtoto wako ana ulemavu;
- mahitaji ya elimu ya mtoto wako;
- viwango vya sasa vya mafanikio ya kitaaluma
- utendaji wa mtoto wako; na
- iwapo mtoto wako anahitaji elimu maalum na huduma husika.

TATHMINI INAYOPENDEKEZWA ITAJUMUISHA AINA ZIFUATAZO ZA VIPIMO NA UKADIRIAJI:

IDHINI YA MZAZI YA TATHMINI YA KWANZA YA ELIMU MAALUM

Ili tathmini inayopendekezwa ianze, ni lazima shule (LEA) iwe na idhini yako. Bila idhini yako iliyoandikwa, shule (LEA) haiwezi kuendelea na tathmini inayopendekezwa isipokuwa ikiwa imeamriwa na afisa wa kusikiliza kupitia usikilizaji wa kesi. Bila idhini, shule (LEA) inaweza kuendelea na usikilizaji wa kesi; hata hivyo, huna wajibu wa kufanya hivyo. Usipotoa idhini iliyoandikwa na shule (LEA) ikose kuendelea na usikilizaji wa kesi, tathmini ya elimu maalum haitafanywa.

Baada ya kupokea idhini ya mzazi, timu ya tathmini itafanya tathmini. Maelezo kutoka kwa wanachama wote wa timu yatazingatiwa wakati wa mchakato wa tathmini. Kama mzazi, wewe ni mwanachama muhimu wa timu. Maelezo unayotoa ni muhimu kwa timu. Tafadhali tuma mawazo yako na wasiwasi wako ukiwa umeandikwa kwa mwasiliani aliyeorodheshwa hapa chini, au wasiliana naye kwa nambari iliyotolewa ikiwa ungependelea kuzungumza na mtu moja kwa moja. Iwapo mkutano wa timu ya tathmini utafanyika, utaalikwa. Mikutano ya timu ya tathmini haihitajiki.

Timu ya kutathmini itaamua kama mtoto wako anahitaji maelekezo yaliyoundwa mahususi kwa sababu ya ulemavu na anastahiki elimu maalum na huduma husika. Matokeo ya tathmini yatajumuishwa katika *Ripoti ya Tathmini (ER)*. Iwapo mtoto *wako amegunduliwa* kuwa anastahiki elimu maalum, utaalikwa kushiriki katika kuandaa Mpango *Uliobinafsishwa wa Elimu (IEP)* utakaojumuisha elimu maalum na huduma husika ambazo mtoto wako anahitaji ili kupokea manufaa ya elimu.

KALENDA YA MATUKIO YA TATHMINI YA KWANZA YA ELIMU MAALUM

TAARIFA ILIYOANDIKWA MAPEMA YA TATHMINI YA KWANZA NA OMBI LA FOMU YA IDHINI
Jina la Mtoto:

Lazima *Ripoti ya Tathmini* (ER) ikamilishwe na lazima upewe nakala ya *ER* kabla ya siku 60 za kalenda baada ya shule (LEA) kupokea idhini yako iliyoandikwa ya tathmini. Ratiba hii ya siku 60 za kalenda haijumuishi mapumziko ya majira ya joto. Kutoa idhini yako ya tathmini haimaanishi kuwa unampa mtoto wako idhini ya kupokea elimu maalum na huduma husika. Iwapo mtoto wako anastahiki elimu maalum, utaombwa kutoa idhini iliyoandikwa kwa ajili ya utoaji wa kwanza wa huduma za elimu maalum kufuatia maendeleo ya *IEP*.

Tafadhali soma Ilani iliyoambatanishwa ya *Kuhifadhi Utaratibu* inayofafanua haki zako, na inajumuisha mashirika ya utetezi ya serikali na ya mitaa ambazo zinapatikana kukusaidia kuelewa haki zako na jinsi mchakato wa elimu maalum unavyofanya kazi.

Hifadhi nakala ya fomu hii kwa ajili ya kumbukumbu zako.

MAELEKEZO YA WAZAZI/WALEZI: Idhini ya tathmini ya kwanza ni ya hiari. Tafadhali zingatia chaguo zifuatazo:

1. ☐ Ningependa kuratibu mkutano usio rasmi na wafanyakazi wa shule (LEA) ili kujadili hatua hii.
2. ☐ Ninatoa idhini kwa tathmini ya kwanza inayopendekezwa.
3. ☐ Sitoi idhini kwa tathmini ya kwanza inayopendekezwa.***

***Ikiwa umeteua chaguo la 3, unaweza kuomba mkutano usio rasmi na wafanyakazi wa shule (LEA), upatanishi, au usikilizaji wa kesi:

Ningependa kuomba:

- ☐ Mkutano Usio Rasmi na Wafanyakazi wa Shule (LEA).
- ☐ Upatanisho**
- ☐ Usikilizaji wa Kesi**

**Ili kuanzisha upatanishi au usikilizaji wa kesi, kama mzazi lazima uwasilishe ombi lako kwa Ofisi ya Utatuzi wa Mzozo (ODR). Ili kupata maelezo zaidi kuhusu mchakato huu, wasiliana kupitia Simu ya Moja ya Moja ya Elimu Maalum katika 800-879-2301 au tembelea tovuti ya ODR katika www.odr-pa.org.

Ninapinga tathmini inayopendekezwa na sababu yangu ni (haihitajiki):

TIA SAINI HAPA:

______________________________	______________	____________________
Saini ya Mzazi/Mlezi/Mzazi Mbadala:	Tarehe (mm/dd/yy)	Simu ya Mchana

TAFADHALI REJESHA FOMU HII KAMILI KATIKA:

Jina: ______________________________

Anwani: ______________________________

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TAARIFA ILIYOANDIKWA MAPEMA YA TATHMINI YA KWANZA NA OMBI LA FOMU YA IDHINI
Jina la Mtoto:

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Kwa usaidizi wa kuelewa fomu hii, *Ilani Iliyoandikwa Mapema ya Tathmini na Ombi la Fomu ya Idhini* inapatikana kwenye tovuti ya PaTTANN katika www.pattan.net Ukiwa kwenye ukurasa wa mwanzo wa PaTTAN, teua kichupo cha Sheria, kisha chagua Fomu, na kisha FomZilizofafanuliwa. Iwapo huna ufikiaji wa Intaneti, pigia simu PaTTAN katika 800-441-3215 ili kuomba fomu iliyofafanuliwa iliyochapishwa au Simu ya Moja kwa Moja ya Elimu Maalum katika 800-879-2301.