

INDIVIDUALIZED EDUCATION PLAN (6+ YEARS)



The Individualized Education Program (IEP) is a map that lays out a program with special education instructions and services for kids so they can make progress and succeed in school. Each program is designed to meet a child's exact needs.

The process begins with a full evaluation that shows your child's strengths and weaknesses allowing you and the school to create a program of services and support tailored to meet your child's needs.

ELIGIBILITY	HOW TO APPLY
<ol style="list-style-type: none">1. Children over the age of 5 that2. Meet the criteria for one or more of the 13 disability classifications as defined by the New York State Education Department's Regulations of the Commissioner of Education: Part 200*; and3. The disability affects the child's performance in school	<ol style="list-style-type: none">1. Parents who feel their child might benefit from special education services should request an IEP evaluation in writing2. Draft and sign a letter of request for an evaluation (sample letter on page 2) addressed to the principal of the school3. Sometimes the school will start the IEP process, and not you. They may suggest your child be evaluated. The school will need your consent to start an evaluation



Once your child has been evaluated and testing results are in, the school has to determine if your child is eligible for special education services in an "eligibility meeting" with you.



If your child is eligible, the school will get the ball rolling. Within 30 days, an IEP will be available. Your child's IEP will include important information such as: the goals for the school year, child's current level of performance, how well your child is able to function in school, etc.

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SAMPLE LETTER

Date (include month, day, and year)

Your Name
Street Address
City, State, Zip Code
Daytime telephone number

Name of Principal or Special Education Administrator
Name of School
Street Address City, State, Zip Code

Dear (person's name),

I am writing to request that my son/daughter, (child's name), be evaluated for special education services. I am worried that (child's name) is not doing well in school and believe he/she may need special services in order to learn. (Child's name) is in the (_) grade at (name of school). (Teacher's name) is his/her teacher. Specifically, I am worried, because (child's name) does/does not (give a few direct examples of your child's problems at school). We have tried the following to help (child's name): (If you or the school have done anything extra to help your child, briefly state it here).

I understand that I have to give written permission in order for (child's name) to be evaluated. Before the evaluation begins, I have some questions about the process that I need to have answered (list any questions you may have). I would be happy to talk with you about (child's name). You can send me information or call me during the day at (daytime telephone number). Thank you for your prompt attention to my request.

Sincerely,

Your name

cc: your child's principal (if letter is addressed to an administrator) your child's teacher(s)

Source: <https://www.parentcenterhub.org/evaluation-2/>