

# REQUESTING A PSYCHOEDUCATIONAL EVALUATION

## Why does my child need a psychoeducational evaluation?

They can help determine whether a child has an education disability and if special education services are needed. This process may lead to an Individualized Education Program (“IEP”) or 504 Plan.

## What is a 504 Plan?

It is an *informal* agreement by the school to provide accommodations. It refers to Section 504 of the US Rehabilitation Act of 1973, part of Civil Rights law. It is typically a plan that lists accommodations the school will provide (for example, provide audiobooks or larger text books, give extra time to finish tests, so that a student has the same access to a general education curriculum as his or her peers).

## What is an IEP?

An Individual Education Plan (IEP) is a *legally binding contract*, transferable between *public* schools in the US. Parents have the legal right to seek remedy if it is not upheld. Includes the specific services (such as speech therapy, occupational therapy, etc.) a school will provide to meet the individual needs of a student with a disability who qualifies for special education. Parent/guardian or provider can request a psychoeducational evaluation to determine eligibility for an IEP.

## How do I make a request?

**Make the request IN WRITING.** The school has 60 days from written request to complete the evaluation or provide written notice explaining why they do not feel it necessary. This decision can be appealed. Confirm that the letter was received and follow up if you do not hear anything after 5 days. If request is denied, you may appeal the decision. See an example of a letter below.

Date:

School Name:

School Address:

Child’s Name:

Child’s Date of Birth:

Dear Principal/Special Education Coordinator:

I am currently requesting and consenting to a comprehensive psycho-educational assessment for (YOUR CHILD’S NAME) who is in the (GRADE) at (SCHOOL NAME). My child lives within the boundaries of the (NAME OF SCHOOL DISTRICT) School District.

This assessment is needed at this time because my child has the following needs:

Academic Needs: \_\_\_\_\_

Behavior Needs: \_\_\_\_\_

Sincerely,

(YOUR NAME)

Parent of (YOUR CHILD’S NAME)

## Advocacy Websites

- <http://www.azed.gov/disputeresolution>
- <https://m.raisingpecialkids.org/start-here/programs-services>
- <https://www.cadreworks.org/resources/cadre-materials/idea-dispute-resolution-parent-guides>
- [understood.org](http://understood.org)