
SPECIAL EDUCATION ASSESSMENT REQUEST POLICY

Sage Oak Charter Schools (“SOCS” or the “Charter School”), adopts this Special Education Assessment Request Policy to apply to students enrolled in SOCS.

Request for Initial Evaluation

A parent/guardian of a student may initiate a request for an initial special education evaluation to determine if their student qualifies for special education services.

1. Such an initial evaluation shall consist of procedures to determine whether a student qualifies for special education services within 60 days of receiving parental/guardian consent for the evaluation and to determine the educational needs of the student.
2. Exception- The relevant time-frame shall not apply to Sage Oak Charter Schools if:
 - a. a student enrolls in Sage Oak Charter Schools after the relevant timeframe has begun and prior to a determination by the student’s previous local educational agency (“LEA”) as to whether the student qualifies for special education services but only if Sage Oak Charter Schools is making sufficient progress to ensure prompt completion of the evaluation, and the parent/guardian and Sage Oak Charter Schools agree to a specific time when the evaluation will be completed;
 - b. the parent/guardian of a student repeatedly fails or refuses to produce the student for the evaluation.

When the teacher facilitator/education advisor (“TF/EA”) receives a written request from a parent/guardian for a formal special education assessment the TF/EA should forward the request to the Special Education (“SPED”) department email immediately.

Upon receipt of the request:

1. The SPED department will communicate acknowledgment of the request and provide parent/guardian with a copy of their Notice of Procedural Safeguards and answer any questions relevant to the assessment process.
2. The SPED Department will notify the Student Services Coordinator to set up a response Student Success Team (“SST”) meeting.
 - a. The response SST will be scheduled within 10 days of the request.
 - b. During the response SST meeting, strategies and supports already attempted will be discussed, and reviewed and accommodations will be recommended as needed.
 - c. If agreed upon, additional suggested accommodations to the student’s education program will be implemented.
 - d. If the parent/guardian chooses to rescind the assessment request during the SST process, the SPED department will request that the parent/guardian rescind the request in writing and will notify the parent/guardian that they may re-issue the request for assessment at any time.

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3. If the request is not rescinded, an Assessment Plan (“AP”) will be developed within 15 days from the date of the request from the parent/guardian.
4. The SPED department will contact the parent/guardian in accordance with the required timelines.