

## **REQUEST FOR EVALUATION**

A parent has the right to request an evaluation for his/her child if there is reason to believe that the child has a disability. This written request must be addressed to the Director of Special Services in the school district in which the family is residing or the district where the child is attending school if the child is in out of home placement/homeless.

Parent/guardian requests for an evaluation must be in writing with the parent/guardian's signature and date submitted. The District will not consider the parent/guardians oral request. The District will only accept electronic requests that are scanned requests with the actual signature and date prior to considering an evaluation. The date of the parent's signature on the submitted request is the date used to establish the evaluation timeframe.