Concerned about your child’s learning or behavior?

Talk to your child’s teacher or the school principal about your concerns.

You can ask about making a referral to the campus-based student support team.

What is the Campus-Based Student Support Team?

The campus-based student support team is a team of teachers, and other personnel who meet regularly to address any learning or behavioral concerns that children are having.

Campus-Based Student Support Team

This team may recommend some general education support services that are available to all children.

Services may include, but are not limited to tutoring; remedial services; research-based interventions; and other academic or behavior support services.

Referral for an Initial Evaluation

If your child is still having difficulty, parents can request an initial evaluation for special education at any time regardless of whether the child is receiving general education interventions.

Referral for an Initial Evaluation

A parent’s written request for an initial evaluation for special education services should be made to the school district or charter school’s director of special education services or to a district administrative employee.
What happens next?

Timeline

Following receipt of your written request for an initial evaluation for special education services, the school must adhere to specific timelines.

One way to remember these timelines is 15 – 45 – 30.

Timeline

15: The school, no later than the 15th school day after your request is received, must either give you prior written notice of its proposal to conduct an evaluation, a copy of the Notice of Procedural Safeguards, and the opportunity to give written consent for the evaluation;

or prior written notice of its refusal to evaluate your child and a copy of the Notice of Procedural Safeguards.

Timeline

45: The school must complete the written report of an initial evaluation not later than the 45th school day following the date on which the school received parental consent to evaluate.

Timeline

30: The school must hold an admission, review, and dismissal (ARD) committee meeting within 30 calendar days of completion of the written initial evaluation report.

Determining Eligibility

The results of the initial evaluation will be discussed in the ARD Committee meeting.

If your student is determined eligible for services, the ARD Committee will collaborate to develop an individualized education plan to ensure provision of a free appropriate public education.

To learn more...

Please see the Parent’s Guide to the Admission, Review, and Dismissal Process.

This document is available in over 14 different languages at www.spedtex.org, parent resources section.
Got questions?  
Contact us.  
1-855-773-3839  

We are SPEDTex, the Special Education Information Center.  
You can also communicate with us via email or webchat at www.spedtex.org.  
We are a collaborative project between Texas Education Agency (TEA) and Region 10 Education Service Center.  
Thank you.  

Music ends