

# Requesting a Special Education Evaluation

Special education services can help children reach their full potential in school. Services can support students who have learning disabilities, behavioral issues, hearing or vision loss, and developmental delays. Special Education services may include revised teaching methods, smaller classroom settings, large-print books, audio tapes, student support plans, and personal aides.

If you are concerned about your child's progress in learning or in school, talk with your child's teacher or doctor about getting a special education evaluation.

To learn more about the special education process, visit [www.schools.nyc.gov/learning/special-education/the-iep-process](http://www.schools.nyc.gov/learning/special-education/the-iep-process) or talk to your school, doctor, or social worker. You can also learn more at [includenyc.org](http://includenyc.org).



## How can I request an initial evaluation for my child?

- **Public schools:** Write a letter to the principal or to your local Committee on Special Education (CSE) office. Find your local CSE office at <https://www.schools.nyc.gov/learning/special-education/help/committees-on-special-education> or call the Special Education Hotline from Department of Education: (718) 935-2007.
- **Private, parochial, charter, or state approved non-public schools:** Write a letter to your local CSE office.
- You can ask a social worker or teacher for help writing the letter. To learn more about writing the letter, please visit: <https://www.schools.nyc.gov/learning/special-education/the-iep-process/making-a-referral>

## What happens after I request an evaluation?

- The school should send you a Notice of Referral Letter or contact you within 10 school days.
- If your child has never received special education services, you must sign consent for Initial Evaluation or your child will not be evaluated.
- Once you consent, your child will be evaluated by school psychologists and other specialists.
- Once your child's evaluation is completed, you will be invited to an Individualized Education Program (IEP) meeting, to review information from the evaluation and other sources to determine whether your child is eligible for special education services. If your child is eligible, the team will work together at the meeting to develop an IEP.

## What are my rights?

- Children with disabilities are protected under the law to receive appropriate services.
- The evaluation for special education services should be done in a timely manner. Parents should actively participate in the IEP process and share IEP information with their children's school and pediatrician.
- Parents should make copies of all letters and write down all phone calls they have with the school and Department of Education.



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