



## Policies, Practices, and Procedures for Timely Initial Evaluations

(In compliance with IDEA §300.301, §300.300, and Ohio Operating Standards 3301-51-06)

### I. Purpose

Tiffin City Schools is committed to ensuring that all students suspected of having a disability are identified, located, and evaluated in a timely manner. In compliance with the Individuals with Disabilities Education Act (IDEA) and Ohio Department of Education and Workforce (ODEW) regulations, the district guarantees that initial evaluations are completed within 60 calendar days of receiving parental consent for evaluation.

### II. Child Find Process

The district's Child Find process ensures that students ages 3–21 who are suspected of having a disability are identified, located, and evaluated promptly:

#### 1. 1. Ongoing Screening and Referrals

Teachers, parents, community agencies, and other stakeholders may refer students for suspected disabilities at any time during the school year. Universal screenings, academic assessments, and progress monitoring are regularly reviewed to identify potential concerns.

#### 2. 2. Initial Evaluation Timeline

Upon receiving written parental consent for an initial evaluation, the district must complete all required assessments, convene the Evaluation Team, and finalize the Evaluation Team Report (ETR) within 60 calendar days. If parental consent is received late after signing, the receipt date is documented and used to calculate the 60-day timeline.

#### 3. 3. Responsibility

The district's Director of Student Services oversees the Child Find process and ensures compliance with federal and state guidelines.

### III. Procedures for Requesting an Initial Evaluation

#### 4. 1. Referral Submission

Any staff member, parent, or community partner may submit a written referral for evaluation to the building principal or Director of Student Services.

#### 5. 2. Review of Existing Data

The district convenes a team to review existing academic, behavioral, and health data before proceeding.

#### 6. 3. Provision of Prior Written Notice (PWN)



Parents/guardians receive a Prior Written Notice outlining the district's decision to evaluate or not and the assessments to be conducted if needed.

#### **IV. Procedures for Obtaining Parental Consent**

In accordance with IDEA §300.300:

##### **1. Consent Requirements**

The district must obtain written informed consent before conducting any initial evaluation. Consent is voluntary and may be withdrawn at any time.

##### **2. Documentation of Receipt Date**

The date the district receives signed parental consent is the official start of the 60-day timeline. The form is date-stamped, logged in the student's special education file, and entered into the Education Management Information System (EMIS).

##### **3. Parent Communication**

Written consent forms are available in the family's preferred language or mode of communication. Parents are provided with the 'A Guide to Parent Rights in Special Education?' procedural safeguards document when consent is obtained.

#### **V. Alternative Means of Meeting Participation**

To ensure compliance and support family engagement, the district offers virtual participation options (e.g., video conferencing or phone calls) for Evaluation Team Report (ETR) and Individualized Education Program (IEP) meetings. If parents cannot attend in person, staff coordinate scheduling flexibility and provide interpreters or assistive technology when necessary. All alternative participation arrangements are documented in the student's file.

#### **VI. Monitoring and Accountability**

The Director of Student Services will monitor compliance using EMIS reports to ensure all initial evaluations are completed within the required timeframe. Building administrators and intervention specialists receive ongoing training on the Child Find process and timeline requirements. Noncompliance will be addressed through corrective action plans and staff support as needed.

#### **VII. References**

- Individuals with Disabilities Education Act (IDEA), 34 C.F.R. §300.300 & §300.301
- Ohio Administrative Code 3301-51-06
- ODEW Child Find Guidance