



Morris School District
Department of Pupil Services
Special Education Preschool Timeline

1. You think your child might have a disability. You, as the parent can make a **referral** to your school's Child Study Team (CST). This should state that you would like your child to be evaluated by the CST and your concerns.

2. The CST will contact you within *20 days* after receiving the referral and hold an **identification/initial evaluation planning** meeting. At this meeting, it will be decided if an evaluation will be conducted. If an evaluation is decided, move to number 3.

3. An evaluation is the process used to decide if your child is eligible for special education and related services. Observations, tests, assessments, and other data may be conducted and reviewed. *The CST has 90 days to complete the evaluations.*

4. Once the evaluations are finished, the CST will schedule a meeting to talk about the results. The evaluations will be given to the parents *10 calendar days* before this meeting. In order for a child to be **eligible** for special education and related services, the child must have a disability according to 1 of the disability categories. The disability must greatly affect his/her learning. At the preschool level, your child must have a 33% developmental delay in 1 area or a 25% developmental delay in 2 or more areas.

5. After your child is found eligible for special education and related services, a meeting is held to develop an **Individualized Education Plan (IEP)**. The IEP is a written document that outlines your child's special education program. This includes goals and objectives.

6. Once a year, or more if needed, the IEP team (i.e. parents, case manager, teachers, related service providers) will meet to review and revise your child's IEP and determine placement. This is the **annual review** meeting.

7. Before exiting preschool, a **reevaluation** is conducted to gather more information about your child's current level of performance and possible continued eligibility as a school aged child..

