

# Evaluation to ESER

Special  
Education  
Referral  
(cont.)

## Step 5:

\*Begin Evaluation (once parent consent is signed, you have 45 school days from signature to placement)

\*Refer to 45 day referral calendar provided by psychology to determine last day for meeting in order to pace your evaluation.

## Step 6:

\*Invite parents to Eligibility Meeting (inform all other participants of the meeting date/time)

\*Give all participants 10 days notice. (Parents may choose to waive 10 day notification)

\*Provide parents with Procedural Safeguards.

## Step 7:

\* Before the meeting, complete all portions of the ESER that you can in order to streamline the meeting.

## Step 8:

Take the following with you to the meeting:

\*ESER

\*Prior Written Notice

\*Notice of Procedural Safeguards for Parents

\* All invitations require 10 school days notice.