



---

INSPIRE. INNOVATE. SUCCEED.

To: Building Administrators and Counselors

cc: Special Education Staff

From: Candace Pelt

Re: 60 day child find compliance- special education

Date: 2/11/15

---

The purpose of this memo is to provide a reminder to building central office staff of the special education child find obligation under state and federal law. General evaluation and re-evaluation guidelines per state and federal guidelines are that the evaluation is completed and eligibility is determined within 60 days of signed consent.

**OAR 581-015-2110**

**General Evaluation and Reevaluation Procedures**

(5) Evaluation timelines:

(a) Initial. An initial evaluation must be completed within 60 school days from written parent consent to the date of the meeting to consider eligibility.

(b) Reevaluation. A reevaluation must be completed within 60 school days from written parent consent (or from the date the evaluation is initiated under OAR 581-015-2095(3)(c)) to the date of the meeting to consider eligibility, continuing eligibility or the student's educational needs.

As part of the District Special Education Performance and Review and Improvement Process, a procedure for special education staff has been created and is attached to this memo for your convenience. Due to the complexity of special education law and requirements, it is **required** that a special education case manager complete all consents for special education evaluation following standard District process and procedures which include a review of records, parent input and determination of special education referral.

Please feel free to contact the special education provider(s) in your building with any questions regarding students.