

**Steps for Elementary/HS Accommodations:
IEP (Individualized Education Plan) Route**

1. Parent provides a written request for an evaluation to the Special Education Director, asking for a “Full Individual Evaluation”. A response must be given within a certain period of days, depending on the district.

If an evaluation is completed, the school can either find the student eligible or not for an **IEP**. The school then must explain why the student was found ineligible and why the request was denied.

2. What usually occurs is: Schools offer RTI (Response to Intervention) prior to an evaluation. This is intervention implemented over time, anywhere from six months to a full school year. The school has time to see how things are going.
 - a. A parent can/should ask for weekly updates.
 - b. A parent can/should ask for bi-weekly assessing to see if gaps are getting closed.

If a and b take place, a school will usually note the parents are on top of their child’s learning and they will go straight to getting:

3. IEP procedures started.

IEP procedures entail that schools need to provide testing based on a parent concern. If a school does the testing for a student and the parents disagree with the school’s evaluation, the parents can then request outside testing *and it will be done at the school’s expense*.

A list of outside testing that is “accepted” by schools can be found under the ISBE (Illinois State Board of Education) site under “Certified Evaluators” or “Individual Education Evaluators”.

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****IMPORTANT INFORMATION TO NOTE IN SCHOOL YEARS PRIOR TO COLLEGE:**

- ~ **IEPs** are a much more complete document. **504s** carry a fraction of the authority of an IEP. Always have an “updated” IEP during elementary and high school years (updated is the annual review – a full re-evaluation should take place every 3 years). The most current information from an IEP will be helpful when listing accommodations at the college level.

- ~ Certain conditions (ADD, etc.) are listed on IEPs under “Other Health Impairments”.