

EVALUATION AND PLACEMENT OF STUDENTS WITH DISABILITIES

To ensure compliance with the Individuals with Disabilities Education Act of 1990 (IDEA), the laws of Oklahoma, and the direction of the State Department of Education, and to ensure nondiscrimination in the evaluation and placement of students, the following guidelines shall be followed:

- A. Parents, legal guardians, or surrogate parents must be contacted in writing each time there is a proposal or refusal to initiate or change the identification, evaluation, or educational placement of a student.
- B. Parents, legal guardians, or surrogate parents may request an evaluation for possible special education placement.
- C. Parents, legal guardians, or surrogate parents must be provided a description of the action proposed or refused.
- D. Parents, legal guardians, or surrogate parents must be provided an explanation of why there is a proposal or refusal to take the action.
- E. Parents, legal guardians, or surrogate parents must be provided a description of each evaluation procedure, test, record, or report used as a basis for the proposal or refusal, or other factors which are relevant to the proposal or refusal.
- F. A school team of appropriate personnel including the parent, legal guardian or surrogate parent will make all recommendations for a

student to be evaluated and placed in a special education program.

- G. Results of intelligence tests alone shall not be used to qualify a student for a special education program.
- H. Upon determination by the team that eligibility for special education program is appropriate, an Individualized Education Program (IEP) will be developed.
- I. A copy of a description of the procedural safeguards must be provided to the parents, legal guardians, or surrogate parents of a child with a disability.
- J. Sources for parents to contact to obtain assistance in understanding the provisions of a free appropriate public education will be provided to parents, legal guardians, or surrogate parents.