

Instructions to Special Education Forms



Form 3 – Notice of a Special Education Evaluation

This Notice is sent following a discussion with parents and after consultation with LEA personnel, or following a planning meeting of the EPT. Where appropriate, a copy of the proposed Evaluation Plan or is enclosed with this Notice. If the last checkbox on this page is used to obtain consent for additional information (but not to evaluate for eligibility under a new or additional disability category), only a letter must be attached to Form 3 and 3a describing the evaluations to be conducted for which the parent or adult student are providing consent. The discussion with a parent should include informing the parent this is to be a “**special education evaluation**” and **must inform the parent of Parental Rights** regarding the evaluation process. The form itself explains to parents the difference between the written consent (**Form 3a**) needed for conducting new evaluations (and re-evaluations that require new testing) and the evaluations and re-evaluations completed solely through record review.

The appropriate boxes must be checked to provide informed notice to the parents of the plan to evaluate and their need to indicate, if necessary, written consent. Where written consent is required, **Form 3a** must be attached with **Form 3**.