

# Instructions to Special Education Forms



## Form 4 – Notice of Evaluation Delay

This notice is sent to the parent **prior** to the end of the 60-calendar day timeline for completion of the initial evaluation, when the evaluation will not be completed within that timeframe. The reason, an exceptional circumstance, for the delay must be explained, the schedule of pending evaluations must be listed, and the expected date for completion of the Evaluation Report must be identified. Exceptional circumstances are almost exclusively child or family-centered reasons that the evaluation plan was not completed within 60 days. This form is for use with delays in the completion of initial evaluations only and should not be used to document delays in the completion of triennial evaluations. **An expected date of completion for the evaluation must be identified on this form.**

If an initial evaluation report is being delayed for more than 60 days by some factor other than an exceptional circumstance, it is recommended that a formal meeting of the EPT regarding the current evaluation plan be held. A determination should be made on whatever existing information is available within the 60 day timeline. If, as a result of the lack of information, an initial disability determination, adverse effect or need for special education decision cannot be made without completion of the evaluations, the EPT should use Form 4 to document the reasons for the delay and the timelines for completion, even though the evaluation will be out of compliance with statutory timeline regulations.