



Tuesday, July 17, 2018

Dear Parents and Stakeholders:

Richland School District One (“the District”) wants to ensure that all parents and stakeholders understand the procedures for properly requesting educational evaluations to determine eligibility for special education and related services under the Individuals with Disabilities Education Act (IDEA) or accommodations under Section 504 of the Rehabilitation Act of 1973 (Section 504). Parents seeking to request an educational evaluation under the IDEA must contact the school psychologist assigned to their student’s school. The school psychologist at each school is the primary contact person for parents requesting an educational evaluation for their student. Parents seeking to request a Section 504 evaluation for their student must contact the Section 504 chairperson assigned to their student’s school. The contact information for District personnel responsible for ensuring that IDEA and Section 504 evaluation requests are properly addressed is enclosed with this letter.

After a parent has contacted the school psychologist to request an educational evaluation, a multi-disciplinary team that includes, but is not limited to, the parent, the student’s teachers, guidance counselor, school administrator, and school psychologist will meet within a reasonable time to determine whether an evaluation is needed. If the multi-disciplinary team determines an evaluation is needed, the team will plan the evaluation. Procedural safeguards will be distributed to parents at the meeting and appropriate prior written notice (PWN) of the team’s determination will be issued. The school psychologist will be responsible for ensuring that parental consent to evaluate is obtained within a reasonable time. The evaluation will be completed within sixty (60) days of receiving parental consent.

In the event a school psychologist is unavailable, the special education consultant assigned to the student’s school will be an alternate contact person for parents requesting an educational evaluation. The contact information for the District’s special education consultants is also enclosed with this letter.

Here at Richland One, we believe that all children deserve a chance to reach their full potential. Should you have any questions or concerns about evaluation requests, or the evaluation process, please contact the Coordinator of Psychological and Behavioral Services in the Office of Special Services at (803) 231-6775.

Kind regards,

LaJamea C. Dixon
Director of Special Services

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