

Preparing for an Evaluation

What to ask and gather before, during, and after the evaluation process.

Requesting the evaluation

- ☐ Put your request in writing and keep a dated copy.
- ☐ Describe the specific areas of concern (academic, speech, behavior, motor, attention).
- ☐ Ask which assessments are planned and who will complete them.
- ☐ Review and ask questions before signing consent for assessment.
- ☐ Ask for the timeline and the expected meeting date.

Information to share

- ☐ Examples of what you see at home with homework, reading, or routines.
- ☐ Medical or outside provider reports, if you have them.
- ☐ Prior school records, interventions, and supports already tried.
- ☐ Your child's strengths and interests, not only the challenges.

Reviewing the results

- ☐ Ask for the reports in advance of the eligibility meeting.
- ☐ Ask what each score means in everyday language.
- ☐ Ask which findings drive the proposed eligibility decision.
- ☐ Ask what was assessed and whether any area of concern was left out.
- ☐ Ask how results will translate into goals, services, and accommodations.

If you disagree

- ☐ Ask what information the team relied on and request it in writing.
- ☐ Ask about an independent educational evaluation.
- ☐ Request Prior Written Notice for any decision you disagree with.
- ☐ Consider consulting an advocate before the next meeting.