



# San Marcos Consolidated Independent School District

P.O. Box 1087 | San Marcos, Texas 78666 | OFFICE 512.393.6700 | FAX 512.393.6787

## Parental Request for a Full and Individual Evaluation through Special Education

### San Marcos CISD

At any time, the parents or guardians of a student who reside in San Marcos CISD and suspect the child has a disability may request the child be evaluated for special education services. Special education and related services are those necessary for student to make progress in school. This is in accordance with the Child Find obligations of the Individuals with Disabilities Education Act (IDEA).

Child Find is the local school districts obligation to identify, locate, and evaluate every child who may have a disability requiring special education services.

Upon receipt of the request for evaluation, San Marcos CISD has fifteen (15) school days to respond. The District must provide 1) prior written notice of its proposal to conduct an evaluation, a copy of the Notice of Procedural Safeguards, and the opportunity to give written consent for the evaluation; **OR** 2) prior written notice of its refusal to evaluate the child and a copy of the Notice of Procedural Safeguards.

The request must be made in writing and sent to the **Campus Administrator (Principal or Assistant Principal) or Director of Special Education**. It is preferred the request be sent to both a campus administrator **and** the Director of Special Education. The request should contain the following information:

- Date
- Parent name(s) and contact information – phone number and email
- Student name
- Student DOB
- Student grade
- Current school
- Specific concerns/reasons for requesting evaluation (including academic, behavioral, and/or social issues)

The written request may be sent via US mail or through email.

#### **Director of Special Education:**

Tammy Maiorano

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