

Frequently Asked Questions Regarding the Special Education Process

I think my child may need special education services. What should I do?

If you suspect that your child has a disability, you should contact your child's teacher. The teacher will then consult with a member of the Pupil Personnel Service Team (PPS Team). The PPS Team acts as a problem-solving team for students identified as at risk and/or in need of special education services. The team is comprised of the principal, special education director, school psychologist, social worker, school nurse, speech and language pathologist, and special education teachers. The PPS Team will consult with your child's classroom teacher to identify possible interventions that may enable your child to find more school success. After interventions have been tried and progress with those interventions monitored, if it is felt that the child is not making expected process they may be referred for an initial Case Study Evaluation to consider eligibility for special education supports and services.

My child has been referred for an initial Case Study Evaluation. What will happen now?

Upon your child's referral for an initial Case Study Evaluation, the Pupil Personnel Service Team (PPS Team) will convene to discuss what additional information is needed to make a determination if your child is or is not eligible for special education services. The team will consider several developmental domains in order to identify what assessments they will pursue to make this important decision regarding your child. The developmental domains considered include: health, vision/hearing, social emotional, general intelligence, academic performance, communication, and motor abilities.

The School Psychologist will contact you to explain the domains discussed and share the intended assessment plan. At that time you may indicate if there is additional information you desire the PPS Team to attain in their assessment process. The team must secure your written consent for the Case Study Evaluation prior to beginning the evaluation. The team must complete the evaluation and convene an Eligibility Review/Individualized Education Plan conference within 60 school-days upon receiving your signed consent. You will be invited to participate in this conference, in which we will consider the findings and determine if your child is eligible for special education services.

What will happen at an Eligibility Review/Individualized Education Plan conference?

Upon completion of a Case Study Evaluation or Reevaluation, the Pupil Personnel Service Team (PPS Team) will meet with you to convene an Eligibility Review/Individualized Education Plan Staffing. Members of the PPS Team who participated in your child's evaluation and your child's classroom teacher will attend the meeting.

At this time, each member of the team will review his or her assessment findings. This information will be documented both prior to and during the meeting. The team will then consider the criteria for special education and determine if your child is eligible for special education services. Also, during this meeting, a list of educational needs will be identified for your child. The team (with your input) will discuss the identified needs and determine which (if any) require specialized instruction. If your child has been determined eligible, those needs requiring special education will be considered in developing an Individualized Education Plan (IEP) for your child. Team members (with your participation) will identify annual goals and objectives to be focused on in your child's instructional program. These goals will be considered to determine service provisions for your child. If your child is determined as not eligible for special education services, the team will discuss the identified educational needs and determine how those needs will be addressed in the regular education setting. All of this information will be compiled into a report and shared with you at the close of the meeting.

How can I prepare for my child's Individualized Education Plan Conference and Annual Review Conference?

At each Individualized Education Plan (IEP) Staffing and Annual Review Staffing, you will be given the opportunity to share your perspective regarding your child's strengths and any concerns you may have regarding your child's performance and/or educational program. In order to prepare for this Staffing, you may wish to jot down those thoughts in advance. In addition, you may wish to note any questions that you wish to address with the team and identify the goals and objectives that you wish to have considered for your child's IEP.

My child is in special education and I would like to review his/her file. Where would I go to accomplish this?

Students in special education in Center Cass School District #66 have a student file in the Special Education Office. You may request to review your child's file at any time. Typically, an appointment is scheduled so that a staff member can assist you in locating information in your child's file. Please contact Anita Hart, Special Education Secretary, at (630) 783-5168.

My child was recently placed in special education. When will I meet with the team again?

You are free to request an Individualized Education Program (IEP) conference at any time. You may do this by contacting Anita Hart, Special Education Secretary, at (630) 783-5168. The team will convene at least once a year to review your child's progress and determine if any changes are warranted to his or her educational program.

My child was recently placed in special education. When will the team complete another full Case Study Evaluation?

The team will complete a full Case Study Evaluation every three years, or sooner if felt necessary by the team and you. Your consent will be obtained prior to the initiation of this evaluation.