

ASSESSMENT TIME LINE

STEP 1: Letter requesting assessment delivered to local school: _____ (record date)

School has 15 days to respond to letter

STEP 2: Assessment plan submitted to parents for approval: _____ (record date)

Parents have 15 days to respond to plan

STEP 3: Signed assessment plan returned to school: _____ (record date)

School has 60 calendar days to complete assessments from date in step 3

STEP 4: IEP scheduled with 10 days notice given to parents for meeting _____ (note date of IEP meeting)

Date (very important that letter is dated)

To: La Jolla Public Schools

At a recent SST meeting at our child's school, Stella Maris Academy, it was determined that our child, (insert child's name), should receive further assessment in the area (s) of (insert areas needing assessment such as reading, speech, language, attention problems, etc.) We are formally requesting that an evaluation take place in a timely manner.

We understand that within 15 days, the school will respond in writing to our request for assessment with an assessment plan we will sign and return.

(Cal. Ed. Code Sec. 56321)

We understand that within 60 calendar days of the signing of the assessment plan, the appropriate assessments will take place.

(Cal. Ed. Code Sec. 56344). When these are complete, we will be given 10 days notice of the IEP meeting in order to discuss the results.

We thank you for your prompt attention to this matter.

Sincerely,

parents of _____

ADDRESS _____

PHONE _____