

Wells Township School District regularly informs teachers, parents, non-public schools, and the local community about evaluation and special education services available at no cost to parents and about how to access the services.

Wells Township School District must accept referrals from any source. A referral must be submitted within seven calendar days of identifying that a child has a potential need for services. A referral starts the 45 day timeline for completion of an evaluation and an Individualized Family Service Plan (IFSP). A referral is NOT used for a student aged 3 through 25. See Written Request for Initial Evaluation.

When a written request for an evaluation is received, the district must provide notice and request parental consent. Parental consent must be obtained before initiating the evaluation process. Only a parent or a school district is permitted to request an initial evaluation.

Before a district evaluates a child, the district must give written information to the parent to inform them about the evaluation and request written signed consent from the parent. The written information given to the parent is called a “notice.” This notice must meet all the requirements of the *Individuals with Disabilities Education Act* (IDEA) and the *Michigan Administrative Rules for Special Education* (MARSE).

The district must have written and signed parental consent before the district is permitted to evaluate a child.

*Under no circumstances is a district allowed to evaluate a child suspected of having a disability without permission in the form of written, signed consent from the child's parent.*

For every child for whom the district receives written signed parental consent to evaluate, the district will complete an evaluation following all the requirements in the IDEA and the MARSE.

(Note—the evaluations conducted for Child Find are commonly referred to as Initial Evaluations. See Michigan One Pager (MOP) “Timeline for Initials” for more specific information.)