# Parent Request for Evaluation Flowchart

*Prior written notice (PWN) is required

**Parent request for an evaluation[1]**

15 school days →

**Does the PEA decide to conduct an evaluation?**

No → **PEA refuses to evaluate*[2]**

Yes → **Team reviews existing data (meeting optional)***

**Is additional data needed?**

Yes → **Parent consent required*[3]** → **Additional data gathered** → **Team determines eligibility*[4]**

No → **Team determines eligibility*[5]**

60 calendar days
30-day extension possible if parent agrees
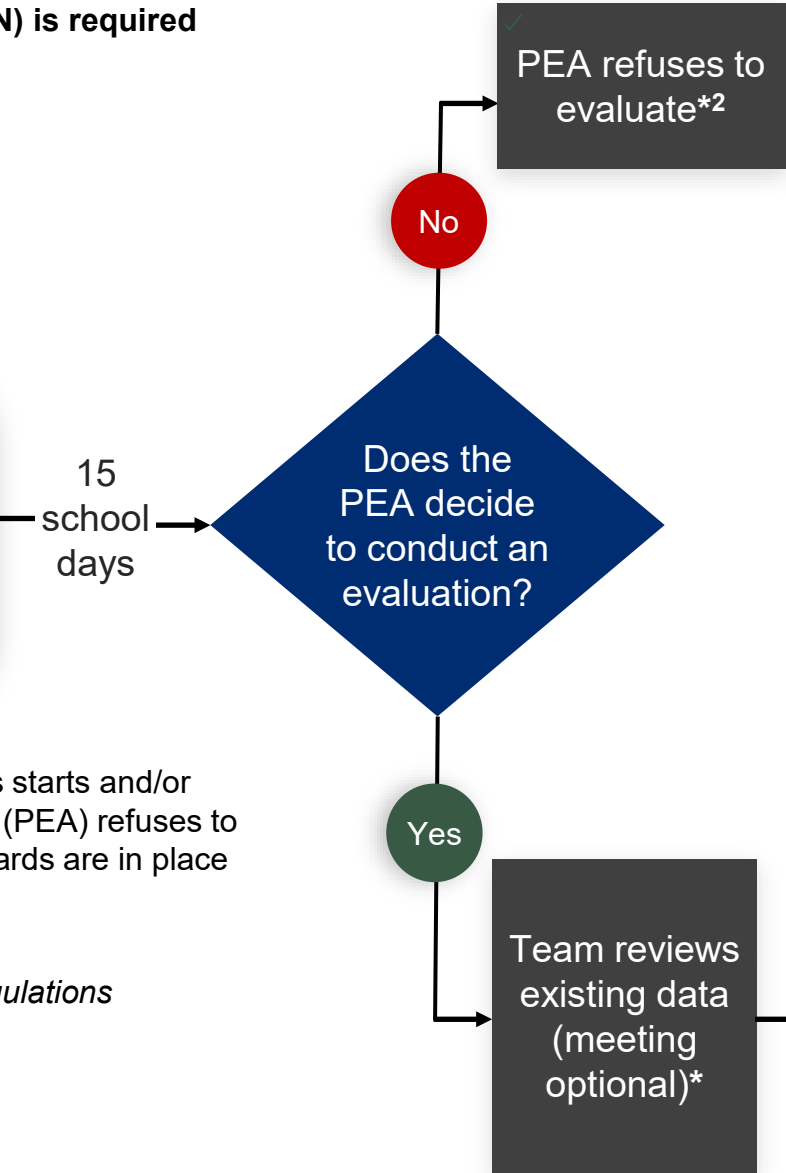
Once the evaluation process starts and/or the public education agency (PEA) refuses to evaluate, procedural safeguards are in place for parental rights.

*Evaluation/Reevaluation Regulations Reference Document*
[1] Parent Request
[2] Prior Written Notice
[3] Parent Consent
[4] Eligibility Determination with Need to Collect Additional Data
[5] Eligibility Determination without Collection of Additional Data
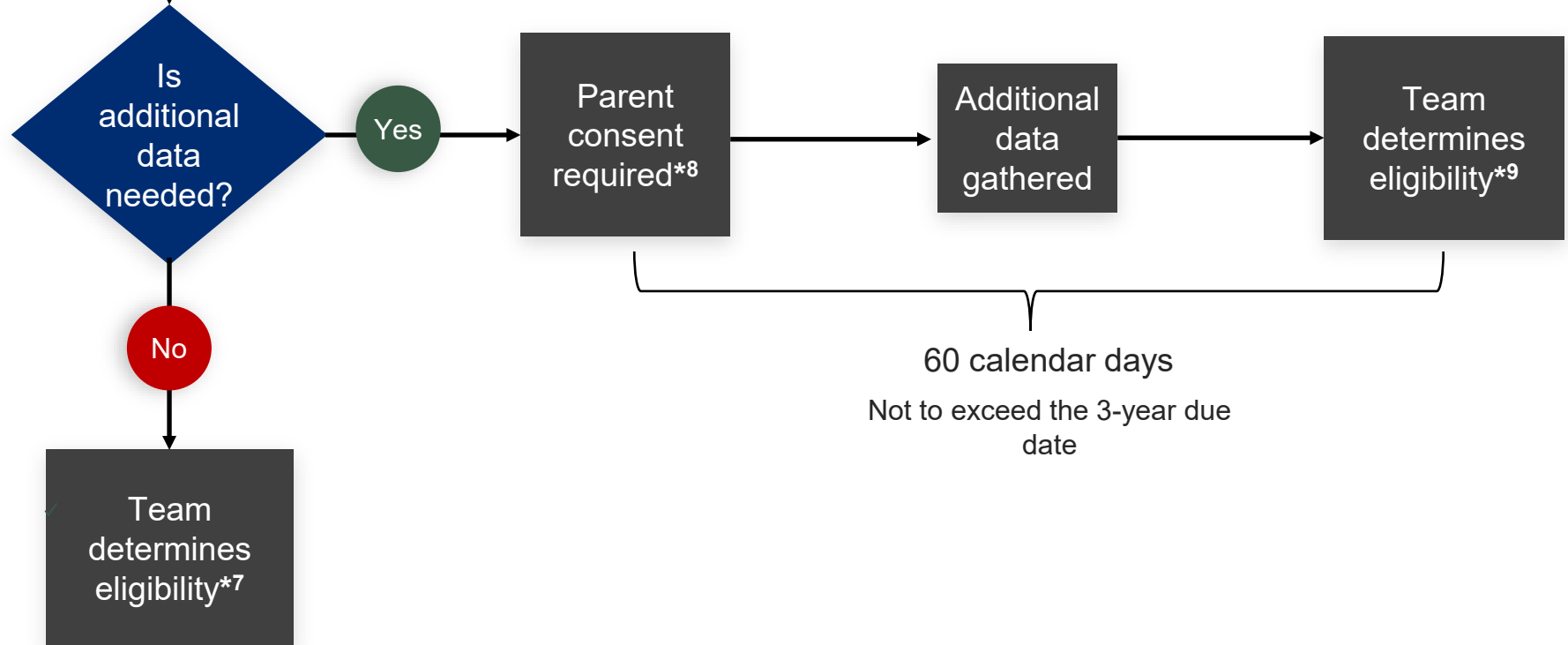
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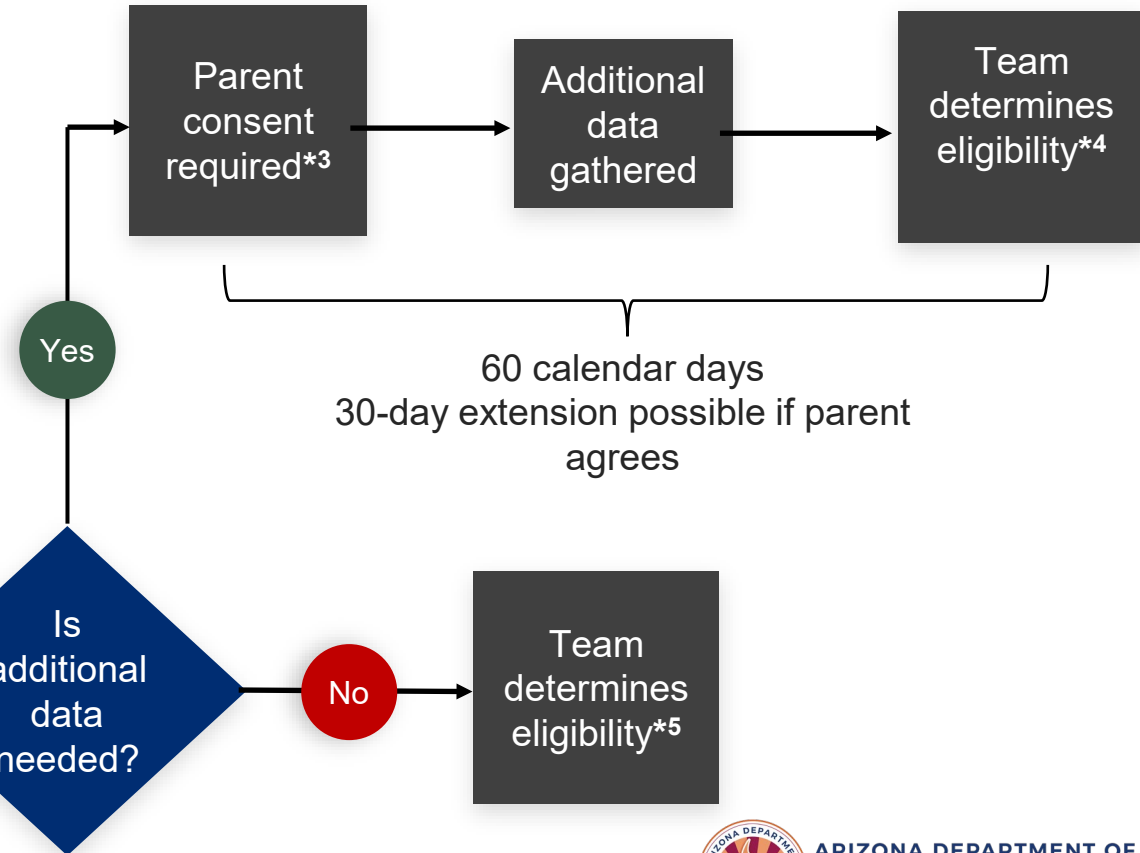
# Reevaluation Flowchart
## Required At Least Every Three Years

**Review of existing data (meeting optional)*6**

**\*Prior written notice (PWN) is required**

**Is additional data needed?**

**Yes** → **Parent consent required*8** → **Additional data gathered** → **Team determines eligibility*9**

**No** → **Team determines eligibility*7**

60 calendar days

Not to exceed the 3-year due date

*Evaluation/Reevaluation Regulations Reference Document*

6 Review of Existing Data
7 Eligibility Determination without Collection of Additional Data
8 Parent Consent
9 Eligibility Determination with Need to Collect Additional Data

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**Evaluation/Reevaluation Regulations Reference Document**
Applicable Special Education Federal Regulations (IDEA), Arizona Revised Statutes (A.R.S.), and Arizona Administrative Code (A.A.C. or State Board Rules)

**Parent Request for Evaluation Flowchart: Accompanying Citations**

1. Parent Request
   a. Federal Regulations: IDEA §300.301 (Initial Evaluations)
   b. State Statutes: A.R.S. §15-761 (Definitions), A.R.S. §15-766 (Evaluation)
   c. State Board Rules: A.A.C. R7-2-401(E)(4) (Evaluation/Re-Evaluation)
2. Prior Written Notice
   a. Federal Regulations: IDEA §300.503 (Prior Written Notice)
   b. State Statutes: A.R.S. §15-761(25) (Prior Written Notice)
   c. State Board Rules: A.A.C. R7-2-401(E)(4) (Evaluation/Reevaluation), A.A.C. R7-2-401(I)(2) (Prior Written Notice)
3. Parent Consent
   a. Federal Regulations: IDEA §300.9 (Informed Consent), IDEA §300.300(a) (Parental Consent for Initial Evaluation)
   b. State Board Rules: A.A.C. R7-2-401(B)(10) (Informed Written Consent)
4. Eligibility Determination with Need to Collect Additional Data
   a. Federal Regulations: IDEA §300.9 (Informed Consent), IDEA §300.301 (Initial Evaluations), IDEA §§300.304-311 (Evaluation Procedures), IDEA §300.503 (Prior Written Notice)
   b. State Statutes: A.R.S. §15-761(25) (Prior Written Notice), A.R.S. §15-766(A-C) (Evaluation)
   c. State Board Rules: A.A.C. R7-2-401(B)(7) (Evaluator), A.A.C. R7-2-401(B)(8) (Full and Individual Evaluation), A.A.C. R7-2-401(B)(10) (Informed Written Consent), A.A.C. R7-2-401(E)(4) (Evaluation/Reevaluation), A.A.C. R7-2-401(I)(2) (Prior Written Notice)
5. Eligibility Determination without Collection of Additional Data
   a. Federal Regulations: IDEA §300.301 (Initial Evaluations), IDEA §§300.304-311 (Evaluation Procedures), IDEA §300.503 (Prior Written Notice)
   b. State Statutes: A.R.S. §15-761(25) (Prior Written Notice), A.R.S. §15-766 (A-C) (Evaluation)
   c. State Board Rules: A.A.C. R7-2-401(B)(8) (Full and Individual Evaluation), A.A.C. R7-2-401(E)(4) (Evaluation/Reevaluation), A.A.C. R7-2-401(I)(2) (Prior Written Notice)

**Reevaluation Flowchart: Accompanying Citations**

6. Review of Existing Data
   a. Federal Regulations: IDEA §300.301(c) (Initial Evaluations), IDEA §300.303 (Reevaluations), IDEA §300.305 (Review of Existing Data)
   b. State Statutes: A.R.S. §15-766 (A-C) (Evaluation)
   c. State Board Rules: A.A.C. R7-2-401(B)(8) (Definitions), A.A.C. R7-2-401(E)
7. Eligibility Determination without Collection of Additional Data
   a. Federal Regulations: IDEA §300.301 (Initial Evaluations), IDEA §§300.304-311 (Evaluation Procedures), IDEA §300.503 (Prior Written Notice)
   b. State Statutes: A.R.S. §15-761(25) (Prior Written Notice), A.R.S. §15-766 (A-C) (Evaluation)
   c. State Board Rules: A.A.C. R7-2-401(B)(8) (Full and Individual Evaluation), A.A.C. R7-2-401(E)(4) (Evaluation/Reevaluation), A.A.C. R7-2-401(I)(2) (Prior Written Notice)
8. Parent Consent
   a. Federal Regulations: IDEA §300.9 (Informed Consent), IDEA §300.300(c-d) (Parental Consent for Reevaluations)
   b. State Board Rules: A.A.C. R7-2-401(B)(10) (Informed Written Consent)
9. Eligibility Determination with Need to Collect Additional Data
   a. Federal Regulations: IDEA §300.9 (Informed Consent), IDEA §300.301 (Initial Evaluations), IDEA §§300.304-311 (Evaluation Procedures), IDEA §300.503 (Prior Written Notice)
   b. State Statutes: A.R.S. §15-761(25) (Prior Written Notice), A.R.S. §15-766 (A-C) (Evaluation)
   c. State Board Rules: A.A.C. R7-2-401(B)(7) (Evaluator), A.A.C. R7-2-401(B)(8) (Full and Individual Evaluation), A.A.C. R7-2-401(B)(10) (Informed Written Consent), A.A.C. R7-2-401(E)(4) (Evaluation/Reevaluation), A.A.C. R7-2-401(I)(2) (Prior Written Notice)