

Understanding Special Education Forms

As a parent, you play a crucial role in your child's education. This document is intended to guide you in understanding the forms you receive from your child's school or school district, and how to access additional information before you make a decision.

Step One: Identify the title of the form. This is the **bold underlined** wording found usually at the top of the first page.

EXAMPLE:

PERMISSION TO EVALUATE – EVALUATION REQUEST FORM:

PERMISSION TO EVALUATE (PTE) – EVALUATION REQUEST FORM School Age

If a parent has asked any professional school employee or administrator for the school district or charter school (Local Education Agency – LEA) to evaluate his or her child for special education eligibility, the parent must be given this PTE-Evaluation Request Form within 10 calendar days of the

Once you have identified the title of the form, you can get more information about the form by accessing an annotated copy of that form at the PaTTAN website www.pattan.net. You can also request an annotated copy by calling PaTTAN at 1-800-441-3215. An annotated form contains explanatory notes describing each area and is helpful in understanding the contents and purpose of the form.

Step Two: Locate your local contact.

Each form has a section that informs parents of their rights and protections and mentions the *Procedural Safeguards Notice*, followed by contact information for an individual within your school or school district who can answer student-specific questions.

EXAMPLE:

You have rights and protections under the law described in the Procedural Safeguards Notice. If you need more information or want a copy of this notice, please contact:

Name and Title: _____ Phone: _____

Email Address: _____

Understanding Special Education Forms

Step Three: Determine next steps. Do you need to sign and return this form? Is this for your records only? Do you need to request more information? Below is one example of part of a form that a parent needs to complete:

EXAMPLE:

DIRECTIONS FOR PARENT/GUARDIAN/SURROGATE: Please check either item 1 or 2. Select item 3 if desired.

1. I give consent to start an initial evaluation as you propose.
2. I do not give consent to the proposed initial evaluation.
3. I would like to schedule an informal meeting with school personnel to discuss this request.

SIGN HERE: _____

If you have additional questions about your child's program and/or services, begin with your child's teacher or guidance counselor. For additional information, return to www.pattan.net and view the publications, resources, and partners listed.



pennsylvania
DEPARTMENT OF EDUCATION

Bureau of Special Education
Pennsylvania Training and Technical Assistance Network