

# Initial Evaluation Procedure for Special Education Programs and Services

Michigan Department of Education Office of Special Education Guidance Document:  
[Guidance for Timeline for Initial Evaluations](#)

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## Request for initial evaluation



from parent or teacher to district

2

## Written Notice of proposal or refusal to evaluate



from district to parent  
**within 10 school days of request**

3

## Written Consent

to conduct evaluation in all areas of suspected disability, if district proposes to conduct an evaluation



from parent to district

4

## Conduct Evaluation after receipt of parental consent **within 30 school days**



Multi-disciplinary Evaluation Team (MET) conducts evaluation and recommends eligibility; Individualized Education Program (IEP) Team (including parent) determines eligibility

5

## Develop the IEP if the IEP Team determines eligible



IEP Team (including parent) develops IEP based on the unique needs of the student

6

## Written Notice of eligibility determination; offer of a FAPE, if applicable



from district to parent  
**within 30 school days of receiving parental consent for evaluation**  
An extension is allowable if agreed to in writing by the district and the parent

7

## Written Consent for special education programs and services



from parent to district  
**within 10 school days of receiving offer of a FAPE**

8

## Implement the IEP after receipt of parental consent



District implements IEP  
**within 15 school days of receiving parental consent for services**