Special Education Assessments

Assessing student needs. Qualifying for services.

Back to Special Education

Table of Contents

Assessment Process 4

Determining Eligibility 4

Post Qualification for Services 5

Preschool Age Students 5

Private Schools Students 6

Questions 6

Assessment Process

The special education assessment process is to determine whether or not your student is eligible for special education services and if so, what special education services are most appropriate for your student.

Referrals for assessment for special education services can come from a variety of sources. Parents or guardians, teachers, other school personnel, and community members, or the Student Success Team (SST) at your student's school site may refer your student for assessment for special education services. **The district is required to document that the student's educational needs cannot be successfully met through a multi-tiered system of support and adjustment of the general education program before they make a referral for Special Education.**

1. Campbell Union School District (CUSD) will respond to any referral for an assessment within fifteen (15) calendar days, not counting school vacations greater than five (5) days (i.e. summer and winter recess), of the receipt of the referral for assessment.
2. CUSD personnel review all of the available evidence for a student upon receipt of the referral for assessment. This includes student grades, attendance, academic performance as measured by statewide and district-wide assessments, and other information as appropriate. A school psychologist or SST team determines whether or not an assessment is appropriate after an analysis of student information.
3. If the CUSD team determines that an assessment of your student is not appropriate, you will receive a written notice of this decision within the fifteen calendar (15) day time period. If the team determines that an assessment is appropriate, you will receive an Assessment Plan.
4. An Assessment Plan describes the types and purposes of the assessments which may be used to determine your student's eligibility for special education services. Before your student can be assessed, you must consent to the assessment by signing the Assessment Plan. You have at least fifteen calendar (15) days from the receipt of the Assessment Plan to consent to and sign it. The school has sixty calendar (60) days, not counting school vacations greater than five (5) days, of the receipt of your signed Assessment Plan to complete the assessment and hold an Individualized Education Program (IEP) meeting.

Determining Eligibility

1. An assessment involves gathering information about your student to determine whether your student has a disability and if, as a result of the disability, your student requires special education and related services. Assessments may include individual testing, observation of the student at school, interviews with the parent(s), student and school personnel who work with the student, and review of

school records, reports and work samples.

2. Eligibility for special education services is the result of following a systematic process that carefully evaluates and identifies one or more learning impairments that interfere with a student receiving educational benefit. Eligibility is determined by the IEP team. The assessment process and IEP team seek to determine the answer to the following questions.
    - Does the student meet the eligibility criteria as an individual with a disability?
    - Does the severity of the disability have an adverse effect on the student's educational performance?
    - Does the student require special education and related services to receive educational benefit?
    - Have other factors, such as attendance, lack of appropriate instruction and/or interventions or limited English proficiency impacted academic progress?
3. Children who have a disability and meet specific eligibility criteria according to the laws and regulations outlined by the California Education Code and federal Individuals with Disabilities Education Act (IDEA) may qualify for special education under one of thirteen (13) areas.

Post Qualification for Services

1. After your student qualifies for and begins receiving special education services, his or her IEP will be reviewed in an IEP meeting at least once a year to determine how well it is meeting his or her needs. In addition, every three years, your student will be reassessed and his or her IEP reviewed as part of an overall comprehensive reevaluation of your student's progress.
2. It is important for parents to maintain regular contact with the educational professionals who work with their student. Also, in preparation for an annual review or reevaluation, parents should prepare by reviewing past IEPs and student records. As the parent is typically the only team member who sees the student at home, your input is critical in assessing student progress and achievement.
3. If there are concerns that your student's educational needs are not being met, either you or school personnel may request a reassessment or an IEP meeting to review the IEP at any time during the year. You may request an IEP meeting by sending a written request to the school. Once your request is received, the meeting must be held within thirty (30) calendar days, not counting school vacations greater than five (5) calendar days. You may request a reassessment by sending a written request to the school. The school must get your permission before it reassesses your student.

Preschool Age Students

1. To request an assessment for your preschooler age 3-5 (not TK or kindergarten eligible for the current school year), please complete the following items so that we can get the assessment process

started:

NOTE: It is the parents' responsibility to check if their address belongs to the Campbell Union School District before completing the request.

A. Complete District Enrollment for the current school year and provide all required student documents as indicated in the online registration.

B. Request Preschool Assessment Request form and submit required documents (2 proofs of residency, birth certificate, immunizations, TB test**, parent photo ID) to District Office. Documents can be submitted via email to specialeducation@campbellusd.org

2. The Special Education department clerk will forward your request to the Preschool assessment team. Once residency is confirmed, and you live within the Campbell Union School District, you will be contacted by a member of the preschool team to begin to gather more information about your student and to explain the evaluation process. A school psychologist or speech therapist will contact you to follow up on your request.

**TB test is not required to get the evaluation process started. However, if your student qualifies for our special education services, you will be required to provide proof of clearance before the student can actually start attending. So if you do not have it now just keep that in mind so you can get the process started.

Private Schools Students

Local educational agencies are responsible for assessing students who may be eligible for special education and related services, including students who attend a private school. It is important to note that there are different services/supports available for students who are parentally placed in a private school versus students who attend a district program or are placed through the district in a specific program. There are also different processes regarding if the private school is located within the district of residence boundaries or outside of them. For private schools located outside of Campbell USD, you can reach out to the special education office/district in which the private school is located for an assessment.

Questions

If you have any questions, please contact the Special Education Dept at 408-364-4200 ext 6258 or at specialeducation@campbellusd.org