

A PEATC

Do You Know....



Factsheet for Virginia's Parents From Referral to Eligibility

If you or a member of your child's team (education, early intervention, medical) think that your child may need special education and related services, the first step is make a referral for an eligibility evaluation under the Individuals with Disabilities Education Act (IDEA). All requests for an eligibility evaluation should:

- be in writing,
- be sent to the special education administrator,
- state the type of evaluation requested,
- include the reason for the request,
- include contact information,
- include a date for response.

The eligibility determination process must be **complete within 65 business days** of the special education administrator **receiving the referral unless** the child has not been made available for evaluation or the school and parents agree that more information is needed that can't be obtained in 65 business days. **If you send the evaluation request to the principal or other school staff rather than the special education administrator, it will delay the 65-day timeline.**

The special education administrator must record the **date the referral** was received, **the reason** for the referral and the **referral source** and must provide the parents with **Prior Written Notice** and a copy of the **Special Education Procedural Safeguards**. After receiving the referral, the administrator must decide within **3 business days** to either:

Grant the
Evaluation

Send to School-
Based Team

Deny the
Request

If the referral sent to the school-based team, within 10 business days that team must:

- discuss the child's developmental and learning needs,
- consider strategies to address those needs,
- decides if the child needs an eligibility evaluation.

Resources

[Eligibility - PEATC Fact Sheet](#)

[Key Timelines for Special Education Processes - PEATC Fact Sheet](#)

[Independent Educational Evaluation \(IEE\) - PEATC Fact Sheet](#)

[Parents' Guide to Special Education - Virginia Department of Education](#)

[Prior Written Notice - PEATC Fact Sheet](#)

[Procedural Safeguards - PEATC Fact Sheet](#)

[Requesting an Eligibility Evaluation - PEATC Fact Sheet](#)

[Regulations Governing Special Education in Virginia - Virginia Department of Education](#)

Contact Us:

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