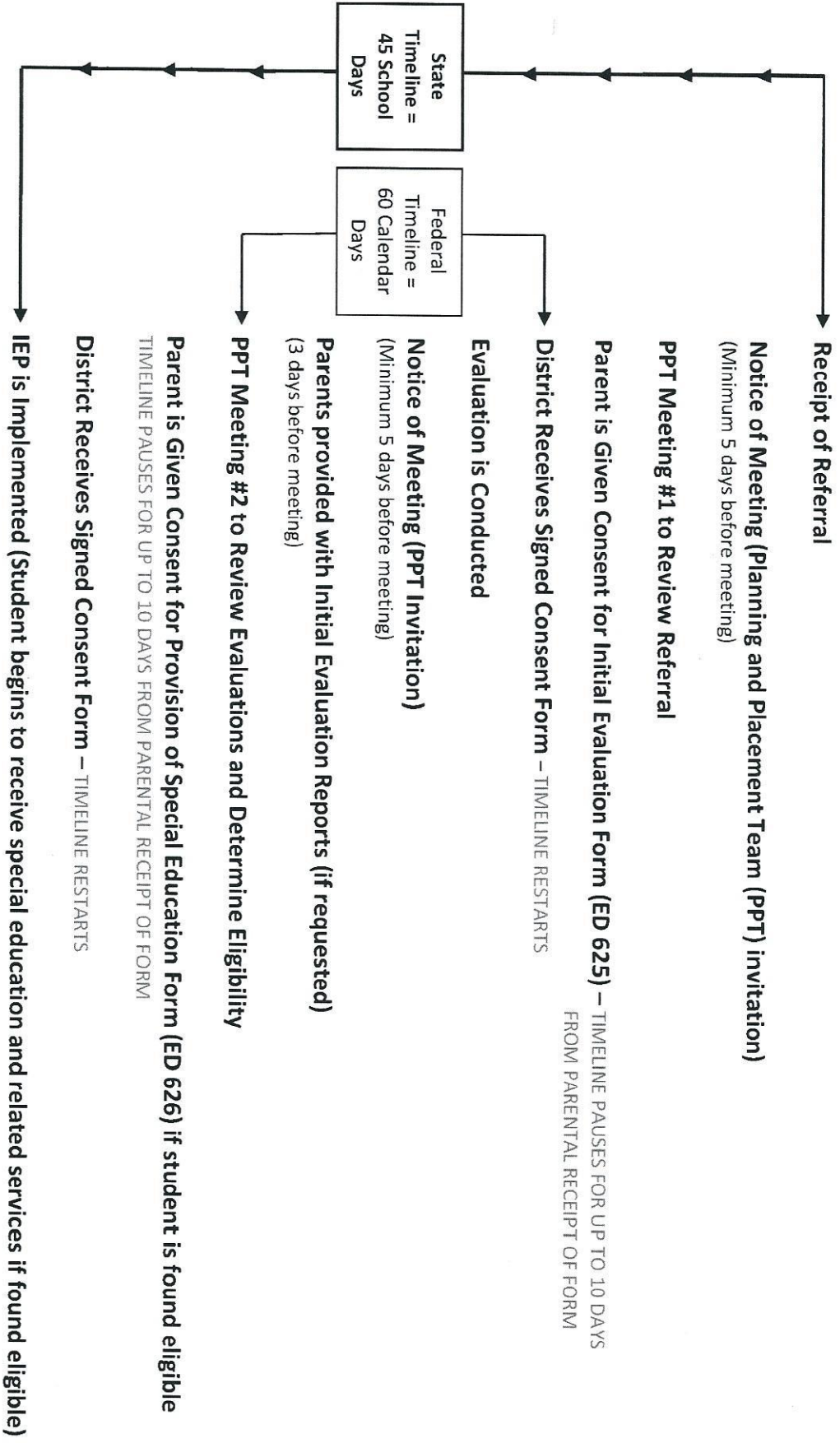


TIMELINES FOR SPECIAL EDUCATION REFERRAL/INITIAL EVALUATION PROCESS



NOTE: If a district fails to meet the Federal 60 calendar day timeline but is still within the State 45 school day timeline, the evaluation is considered on time.



A Parent's Guide to Understanding and Using Your Prior Written Notice Rights

Prior written notice is not new, but it is often misunderstood and not frequently used unless specifically requested. Prior Written Notice is found in IDEA Part 300, Subpart C--Services Sec.300.503.

Whenever the school proposes a change regarding the identification, evaluation, or educational plan or placement of your child or if you make a request at a PPT meeting that is refused, the school owes you Prior Written Notice.

In Connecticut, Prior Written Notice is included in the body of the IEP. You can find it on page 3 and it should include **all** of the following:

- A description of the action proposed or refused by the school;
- An explanation of why the school proposes or refuses to take the action;
- A description of any other options that the school considered and the reasons why those options were rejected;
- A description of each evaluation procedure, test, record, or report the school used as a basis for the proposed or refused action;
- A description of any other factors that are relevant to the school's proposal or refusal;
- How you can get a written copy of you legal rights, called procedural safeguards, if they are not given to you; and
- Who to contact for help in understanding your rights.
- The notice must be understandable and in the language or mode of communication used by the parent.

Prior Written Notice is important because it provides detailed information to help parents understand why there is disagreement. It explains what information was considered prior to the school's decision. And it serves as evidence if dispute resolution options are needed to resolve such disagreements.

Action Tip: Take a blank copy of page 3 of the IEP with you to the Planning and Placement Team Meeting or create your own record of the actions proposed or refused by the team. Be sure to request that it be attached to the IEP as part of your input to the official IEP document. IDEA requires that a full and accurate record be kept of each IEP meeting.

Prior written notice is **not** the *Notice of Meeting*, which by law must be sent to parents "early enough to ensure that they (parents) will have an opportunity to schedule and attend the meeting at a mutually agreeable time and place." This is found at Sec.300.345 Parent participation.



SMART Goals

S	<p>Goals should be <u>specific</u>.</p> <p>Your goal should have its expected outcome stated as simply, concisely and explicitly as possible. A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:</p> <ul style="list-style-type: none"> • Who: Who is involved? • What: What do I want to accomplish? • Where: Identify the location. • When: Establish a time frame. • Which: Identify requirements and constraints. • Why: Specific reasons or purpose of goal. 	<p>Goal Needs Work:</p> <p>I want to work with people.</p> <p>Goal is Much Better:</p> <p>I want to plan social and educational programs for children and adolescents.</p>
M	<p>Goals should be <u>measurable</u>.</p> <p>How will I know when it is accomplished? A measurable goal has an outcome that can be assessed either on a sliding scale (1-10) or percent (0-100%), or as a yes/no or success/failure.</p> <p>Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the satisfaction of reaching your goal.</p>	<p>Goal Needs Work:</p> <p>I want to do well in my classes.</p> <p>Goal is Much Better:</p> <p>I want to earn a 3.0 GPA this year with no grade below a B.</p>
A	<p>Goals should be <u>action based</u>.</p> <p>How will the goal be executed or followed through? Don't expect a goal to happen on its own or for a goal to spontaneously appear completed. Decide on what specific actions or procedures need to be completed in order for the goal to be realized, and then get to work.</p>	<p>Goal Needs Work:</p> <p>Have schoolmates at homecoming game to support the team.</p> <p>Goal is Much Better:</p> <p>Advertise with posters, promote on the AM announcements and ask schoolmates to attend.</p>
R	<p>Goals should be <u>realistic</u>.</p> <p>This is not a synonym for "easy." Realistic, in this case, means "do-able."</p> <p>To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. Too difficult and you set the stage for failure, but too low sends the message that you aren't very capable. Set the bar high enough for a satisfying achievement!</p>	<p>Goal Needs Work:</p> <p>I wish to thoroughly review each career listed in the Occupational Outlook Handbook.</p> <p>Goal is Much Better:</p> <p>I will spend time in the Career Resource Lab researching careers associated with my Communication major.</p>
T	<p>Goals should be <u>time-defined</u>.</p> <p>Trackable goals allow you to monitor your progress.</p> <p>Set a timeframe for the goal: for next week, in three months, by twelfth grade. Putting an end point on your goal gives you a clear target to work towards.</p> <p>If you don't set a time, the commitment is too vague. It tends not to happen because you feel you can start at any time. Without a time limit, there's no urgency to start taking action now.</p>	<p>Goal Needs Work:</p> <p>I want to get in shape.</p> <p>Goal is Much Better:</p> <p>I will start running three times a week and be in better shape by the first day of summer vacation.</p>