

**MUTUAL WRITTEN AGREEMENT TO EXTEND EVALUATION TIMELINE
(FOR STUDENTS WITH OR SUSPECTED OF HAVING A SPECIFIC LEARNING DISABILITY ONLY)**

PURPOSE:

This recommended form notifies the parent/guardian of the district's request to extend the 60 school-day timeline for conducting an initial evaluation of a student suspected of having a specific learning disability (SLD) or reevaluation of a student who has SLD. The form includes the reason(s) for the request and proposed length of the extension. The form also documents the mutual written agreement of the school district and the parent/guardian to extend the timeline.

FORM USE:

If a district is proposing to extend the 60 school-day timeline for an SLD evaluation, as allowed under the federal special regulations at 34 CFR 300.309(c), this form may be used to inform the parent/guardian of the request and obtain written agreement for the timeline extension. As delineated under 34 CFR 300.309(c), such an extension may only occur through mutual written agreement of the child's parents and a group of qualified professionals (as described in 34 CFR 300.306(a)(1)).

The date on the letter should be the date it is mailed. Use of this notice does not preclude follow-up phone contacts with the parent/guardian or the inclusion of other written information with the notice.

INSTRUCTIONS:

1. This recommended form is to be used in accordance with the federal regulations referenced above and in the context of the circumstances discussed in the Analysis of Comments and Changes section of the IDEA Part B regulations (34 CFR Parts 300 and 301), as follows:

Models based on RTI typically evaluate the child's response to instruction prior to the onset of the 60-day period [and]... provide the data the group must consider on the child's progress when provided with appropriate instruction by qualified professionals as part of the evaluation. These data, along with other relevant information, will assist the eligibility group in determining whether the child's low achievement is attributable to a lack of appropriate instruction [in reading or math]...

Based on their review of the existing data, and input from the child's parents, the eligibility group must decide, on a case-by-case basis, depending on the needs of the child and the information available regarding the child, what additional data, if any, are needed to determine whether the child is a child with a disability and the educational needs of the child. If the eligibility group determines that additional data are needed and that these data cannot be obtained within the 60-day timeframe (or the timeframe established by the state), new § 300.309(c)...allows the extension of the timeframe with mutual written agreement of the child's parent and the eligibility group [emphasis added]. (Federal Register, vol. 71, no. 156, p. 46658)

2. When utilizing this form, district personnel must meet with the child's parent(s) in person or by phone to explain the reason for the request to extend the evaluation timeline, the requirement that there be mutual written agreement by the parent and school district and the parent's right to refuse to agree to the extension.
3. In the space provided, specify the reason(s) for extending the evaluation timeline. The reason(s) should align with the conditions described under Item 1 above.
4. Where indicated on the form, specify the length of the timeline extension in number of days and the current and proposed evaluation completion date. The timeline cannot be extended indefinitely and cannot have the effect of delaying or denying the provision of a free, appropriate public education (FAPE) to the student.
5. Prior to providing the form to the parent for signature, in the section marked "District Agreement to Extend the Timeline," affix the signature of an authorized district representative, type or print that person's name and title and specify the date of signature.
6. Include a copy of this completed form in the student's temporary record.

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DATE: _____ STUDENT'S NAME: _____ STUDENT'S DATE OF BIRTH: _____

☐ **INITIAL EVALUATION** ☐ **RE-EVALUATION**

Dear _____:
(Parent(s)/Guardian(s) Name)

Each school district shall ensure that a full and individual evaluation is conducted for each child being considered for special education and related services. The purpose of an evaluation is to determine:

- Whether the child has or continues to have one or more disabilities;
- The present levels of academic achievement and functional performance of the child;
- Whether the disability is adversely affecting the child's education; and,
- Whether the child needs or continues to need special education and related services.

As you know, you previously signed consent for the initial evaluation or reevaluation of your child to determine if he or she has or continues to have a disability and is eligible for special education and related services. This evaluation is in process and is being conducted in accordance with the documented decision of the IEP Team, of which you are a member, with regard to the nature and scope of the evaluation. The state special education rules require that within 60 school days from the date of parent/guardian consent, a conference must be held to discuss the evaluation findings and determine eligibility for special education and related services.

The federal special education regulations at 34 CFR 300.309(c) allow the 60 school-day timeline to be extended when conducting an evaluation of a student with or suspected of having a specific learning disability. Such an extension may only occur through mutual written agreement of the child's parents and a group of qualified professionals (as described in 34 CFR 300.306(a)(1)).

We are proposing to extend the evaluation timeline by _____ school days, which will have the effect of changing the completion date from (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____, for the reason(s) discussed below. This extension cannot have the effect of delaying or denying the provision of a free, appropriate public education for your child.

Reason(s) for Timeline Extension:

DISTRICT AGREEMENT TO EXTEND THE TIMELINE

The school district hereby agrees to extend the evaluation timeline as specified above.

Date: _____ District Representative Signature: _____

Name: _____ Title: _____

PARENT/GUARDIAN AGREEMENT TO EXTEND THE TIMELINE

I understand the school district (group of qualified professionals as described in 34 CFR 300.306(a)(1)) must have my agreement to extend the timeline to complete the evaluation. If I do not agree to extend the evaluation timeline, the district is required to complete the evaluation and determine eligibility within the 60 school day timeline. I understand my rights as explained to me and contained in the **Explanation of Procedural Safeguards**.

☐ **I agree** ☐ **I do not agree**

to extend the 60 school day timeline as specified above to complete the special education evaluation of my child and determine his or her initial or continued eligibility in the category of specific learning disability.

Date: _____ Parent/Guardian Signature: _____