

# 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](#)

1

**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**