**NOTICE OF EVALUATION DELAY DUE TO STUDENT BEING UNAVAILABLE**

Dear Date Student ID:

As you know, school district staff are in the process of evaluating your student to determine whether they have an IDEA eligible area of impairment and need special education services.

The IEP team has determined that additional assessments or other evaluation materials are needed to determine whether your student has a disability. School district staff assigned to your student’s individualized education program (IEP) team believe that additional time is needed to complete this evaluation as the student is unavailable to complete the necessary evaluation assessments for the reason(s) indicated below:

*(List reason(s) the student is unavailable including any attempts to complete assessments, hospitalization, etc.)*

Therefore, the district may be unable to hold the evaluation meeting to determine eligibility within the 60 day timeline, which is currently \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 *(month/day/year)*

As soon as your student becomes available, the IEP evaluation team will complete the necessary assessments and hold the evaluation meeting to determine eligibility as quickly as possible.

Other options, if any, related to the above action which were considered and the reason(s) they were rejected, including a description of any other relevant factors include:

□

 None

You and your student have protection under the procedural safeguards (rights) of special education law. The school district must provide you with a copy of your procedural safeguards once a year.

\_\_\_\_\_ Enclosed is a copy; or

\_\_\_\_\_ You were provided a copy earlier this school year. If you would like another copy of this brochure,

 please contact the district at the telephone number below.

Sincerely,

 Name and Title of District Contact Person Contact information (phone/email)