



Specialized Evaluations

- The State Procedures document outlines the process for initiating independent evaluations and 2nd opinion evaluations – full procedures available at: <http://www.iowaidea.org/vnews/display.v/SEC/IEP%7CStatewide%20Special%20Education%20Procedures%3E%3EManual>
- The forms in the State Procedures are considered “model forms” but will be adopted by GHAEA. They should be printed and used as needed. In the near future, these forms will be converted into electronic format and added to the GHAEA website, to make completion more convenient.
- Prior to submitting a request for a specialized evaluation, an AEA staff member should first ***have a conversation (regarding the need and purpose) with their Regional Administrator.***
- Hard copies of the student’s most recent IEP and evaluation/reevaluation should be sent to the secretary working with the Director of Special Education (Karen Meiers at Halverson Center) who will process and prepare materials for the Director of Special Education Director (Mark Draper at Halverson Center) to review. These evaluations require approval from the Director of Special Education.
- In addition to the using the request forms from the State Procedures document, an *Authorization For Exchange of Information* form should be completed with signed parental consent to communicate with the institution conducting the evaluation. This can be obtained from the student’s Web IEP, under “additional state forms.” This is sent to Karen Meiers with all other materials.

Summary – Packet to Submit for Specialized Evaluations

- Second Opinion/Independent Evaluation Request Form
- Hard Copies of most recent IEP & Evaluation/Reevaluation
- Authorization for Exchange of Information form signed by parent