

# Eligibility Committee Meeting

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>Eligibility Committee At A Glance</b></p>	<p><b>What is the Eligibility Committee?</b> The Eligibility Committee is a team assembled to determine whether your child has a disability and is in need of special education and related services.</p> <p><b>Who are typically members of the Eligibility Committee?</b> Parent/Guardian, Principal/Assistant Principal or designee, Classroom Teacher, Special Education Teacher, Special Education Coordinator (SEC), School Nurse, School Psychologist, School Social Worker, related service providers, and/or others invited by school and/or family.</p> <p><b>What is discussed?</b></p> <ul style="list-style-type: none"> <li>• Each team member (including parent/guardian) will summarize their evaluation and input.</li> <li>• The team will review and carefully consider information from a variety of sources, including parent input, teacher recommendations, and evaluations that have been completed and presented.</li> <li>• The team will discuss whether the evaluations and information indicate that your child meets the criteria as a “child with a disability, who, by reason thereof, needs special education and related services”.</li> </ul> <p><b>What is determined?</b></p> <ul style="list-style-type: none"> <li>• The team will work toward consensus and determine whether your child meets the eligibility criteria as a “child with a disability, who, by reason thereof, needs special education and related services”.</li> <li>• Each team member will state whether they agree or disagree with the eligibility determination.</li> </ul>
<p><b>Tips for Preparing</b> <i>Your school values your contributions</i></p>	<ul style="list-style-type: none"> <li>• Review your procedural safeguards.</li> <li>• Reflect on your child's strengths and weaknesses.</li> <li>• Review the Virginia Department of Education's definitions of “children with disabilities” (in this section). This is the criteria the Eligibility Committee is required to use for identification.</li> <li>• Consider your family's priorities and desired outcomes for this meeting. Use the Talking Points section (on reverse) to help organize your thoughts.</li> <li>• Note any questions you want to remember to ask in the Questions Section on reverse.</li> <li>• Compile any private reports (i.e. evaluations, medical reports) you wish to share, and submit them in advance of the meeting, if possible.</li> <li>• The eligibility packet with assessment components is available at least two days prior to the eligibility meeting. Confirm plans for receiving the packet with your school's special education administrative assistant* at least two weeks prior to the meeting. <i>*Families with children being evaluated through the Child Find program should call Child Find at 703.228.2700.</i></li> <li>• Schedule time to carefully review eligibility packet with assessment components.</li> <li>• Inform your school if you will be inviting others to the eligibility meeting so the school can prepare for adequate space and materials.</li> <li>• Attend the Parent Resource Center (PRC)'s <i>Introduction to Special Education</i> course, or contact the PRC to learn more about the process.</li> </ul> <p style="text-align: right;"><i>See Reverse</i></p>

**My Role as a Parent or Guardian**

*You are an equal and valuable member of the educational team*

- Actively participate in discussion at the meeting.
- Be comfortable sharing your input, thoughts and any concerns you may have.
- Ask questions and seek clarification as needed.
- Consider and express whether you agree with the eligibility determination.
- If you have concerns about the outcome of the meeting, you can ask the team about next steps, which may include options for resolving disagreements. You can also contact the PRC for additional information.

*Note: Your consent is required for your child to be found eligible, and before any changes in the identification of your child's disability.*

**Talking Points**

**Questions**