

# Eligibility Meeting: Family/Guardian Overview

Student Name:

Date:

## ***What is the Eligibility Committee?***

The Eligibility Committee is a team that comes together to decide if your child has a disability that requires special education and related services to support learning at school.

## ***Who is part of the Eligibility Committee?***

This team includes both school staff and you, the parent or guardian. Members usually include:

- You (the parent or guardian)
- A school administrator (such as the principal or assistant principal) - often referred to as the "LEA" (local education agency representative)
- A general education teacher (*such as your child's classroom teacher*)
- A special education teacher
- A Student Support Coordinator (SSC)
- School nurse
- School psychologist
- School social worker
- Any related service providers (like a speech therapist or occupational therapist)
- Other people invited by you or the school

## ***What happens during the meeting?***

- The team will consider information from different sources—including your input, teacher feedback, observations, and any testing or evaluations that have been done. Each person who has completed an assessment of your child for the eligibility meeting will review and summarize their findings.
- Together, the team will talk about whether your child qualifies as a "child with a disability" who needs special education and related services.

## ***What decisions are made?***

- The team will use [eligibility worksheets](#) to determine if one or more disabilities exists, and the nature of the disability/disabilities. If the available data indicates a disability exists, your consent will be requested to find your child eligible.
- The team strives to reach consensus when determining eligibility. Each team member will share whether they agree or disagree with the decision.



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eligibility  
worksheets

## **What is my role as a Parent/Guardian during the Eligibility Meeting?**

- Actively participate in discussion at the meeting. Note: *Let the school know if you need language interpretation and/or ADA accommodations to participate.*
- 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.

## Getting Ready for the Eligibility Meeting



Here are some steps you can take to feel more prepared and confident:

- ☒ Consider writing a parent narrative and submitting it in advance for the team to consider. (*The Parent Resource Center (PRC) has sample parent narratives they can share with you.*)
- ☒ Compile any private reports (i.e. evaluations, medical reports) you wish to share, and submit them in advance of the meeting.
- ☒ Review the eligibility worksheets for the disability categories the team is considering.
- ☒ The eligibility packet with assessment components will be 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. Families with children being evaluated through the Child Find program should call Child Find at 703.228.2700.
- ☒ Schedule time to carefully review the eligibility packet with all assessment components.
- ☒ Jot down any comments/notes you wish to share in the "Talking Points" section below.
- ☒ Write down any questions you want to ask during the meeting in the "Questions" section below.
- ☒ Reach out to the PRC to learn more about the special education process. If you can, try to attend their "Introduction to Special Education and the Student Support Process" session, or watch it now online! It's a great way to get helpful information.
- ☒ If you plan to bring someone with you to the meeting (like a friend, advocate, or family member), let your school know ahead of time so they can prepare space and materials.



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Questions to Consider	Talking Points/Additional Questions
<ul style="list-style-type: none"><li>What are the next steps?</li><li>If my child has been found eligible, who will be the point person for our Individualized Education Program (IEP)?</li><li>When will I receive documentation about the decision made during the meeting?</li><li>What should I do if I disagree with the outcome of today's meeting?</li><li>What can we do if I need more time to decide whether I agree to find my child eligible?</li></ul>	

**LEARN MORE**



The PRC is here for you.  
Reach out to us at 703.228.7239  
or [prc@apsva.us](mailto:prc@apsva.us)



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Important  
Parent Rights



VDOE  
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Video Clip



PEATC:  
Understanding  
Assessments



PEATC: Bell Curve  
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PEATC: Eligibility  
Fact Sheet



VDOE Family  
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Education