



Tennessee
STATE DEPARTMENT OF EDUCATION
Division of Special Education
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710 James Robertson Parkway
Nashville, Tennessee 37243-0380
(615) 741-2851

MEMORANDUM

TO: Special Education Supervisors

FROM: Joseph E. Fisher
Assistant Commissioner of Education

DATE: January 8, 2002

SUBJECT: Evaluation Timeline Waiver

Section 0520-1-9-.05 of Tennessee's *Rules, Regulations, and Minimum Standards* allows for a reasonable exception to the standard timeframe (40 school days) from informed written parental consent to the placement of a child eligible for special education. A reasonable exception may be approved by the Department of Education if, based on the unique needs of the child being evaluated, extra time is required. The granting of any exception will be based on the documented individual needs of the child.

Enclosed is the *Evaluation Timeline Waiver* form to be used for requesting an extension of the 40 school day timeline for completion of an initial evaluation to determine special education eligibility. If it appears that additional time is needed, the top portion of the *Evaluation Timeline Waiver* form should be completed and sent to the child's parents, informing them of the request for additional time. When the form is returned to the school with the parents' signature, it should then be faxed to Brian Howard, Assessment Coordinator, at (615) 532-9412 for review. After review, it will be returned, and a copy should be placed in the child's record.

Should you have any questions about this process, please do not hesitate to contact Brian at (615) 532-9792. Thank you for your service and commitment to the children of Tennessee. Best wishes for a safe and happy New Year!

cc: Special Education Staff
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