

HOW TO GET AN IEP FOR YOUR CHILD:

A Parent's One-Page Guide to Getting an IEP for TEFA Eligibility



An IEP is Required for the Texas Education Freedom Account (TEFA)

For funding eligibility in the 2026–27 school year, **begin this process now.**

1. Make the Request (Referral)

Who can start it?

- Any parent, teacher, or school staff member.
- Only parents can give permission for evaluations.

If your child is not in public school:

- Send a written request (email or letter) to your public school district's Special Education Department or campus principal.
- Find your district: txschools.gov
- Keep a copy and date of what you sent.

Include in your request:

- Medical or therapy reports (speech, OT, behavior, etc.)
- Teacher examples showing learning struggles
- Observations about sensory, communication, or behavior issues

2. Evaluation Process

Timeline

- Within 15 school days, the school must respond in writing on whether it will evaluate.
- You must give written informed consent before testing begins.
- Evaluations must be completed within 45 school days.

Parent Rights

- Request specific assessments
- Share private evaluations
- Ask questions at any time
- Receive Prior Written Notice explaining what will be evaluated and why



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3. Eligibility Decision

After assessments are complete, the school must hold an eligibility meeting within 30 days.

The team (including you) answers:

- Does your child have a qualifying disability?
- Does it affect educational performance?
- Does your child need specialized instruction or services?

If yes: The child qualifies for an IEP.

If no: Ask whether a 504 Plan is appropriate.

If you disagree: You may request an Independent Educational Evaluation (IEE) at no cost.

4. IEP Development

If eligible, the school creates an Individualized Education Program (IEP) that includes:

- ✓ **Present Levels (PLAAFP)** – current academic, behavioral, and social functioning
- ✓ **Annual SMART Goals** – specific and measurable
- ✓ **Related Services** – speech, OT, counseling, assistive technology, behavior or sensory supports
- ✓ **Accommodations & Modifications**
- ✓ **Least Restrictive Environment (LRE)** – learning with peers as much as appropriate
- ✓ **Supports** for communication, sensory needs, or behavior

Helpful Resources

- Texas Special Education Information: tea.texas.gov
- SPEDTex Parent Line: 1-855-773-3839 | SPEDTex.org
- Statewide Parent Help Line: 1-800-252-9668
- IEP Facilitation: 512-463-9414
- Mediation/Due Process: 512-463-9720

