

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](https://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](http://tea.texas.gov)
- SPEDTex Parent Line: 1-855-773-3839 | [SPEDTex.org](http://SPEDTex.org)
- Statewide Parent Help Line: 1-800-252-9668
- IEP Facilitation: 512-463-9414
- Mediation/Due Process: 512-463-9720

