

Initial Preschool Evaluation Procedures

- There is only one initial evaluation on a child, all others are considered re-evaluations

Steps	Description	Form Number	Person Responsible
1	Request for Assistance	N/A	Parent
2	Parent Invitation to Participate in screening with preschool team (Possible PR-02)	PR-02 (optional)	Case Manager/Team
3	If the team does not suspect a disability, they would complete a PR-01 and check "Refusal to change the identification, evaluation or educational placement of the child or provision of FAPE".	PR-01	
4	Once a disability is suspected you send parents an Parent Invitation (PR-02) - "Determine if child has suspected disability" and "Develop an Evaluation Plan"). Also send Prior Written Notice (PR-01) check "Proposes to initiate an initial evaluation), and Procedural Safeguards (Whose IDEA is It?)	PR 01, PR 02 Proc. Safeguard	Case Manager
5	Begin planning MFE . The evaluation must include interview, structured observation (in two settings), standardized measure, criterion referenced in area of suspected disability and one of those in all other areas. The areas include: Communication; Hearing; Motor; Social-emotional/behavioral functioning; or Vision; a deficit in cognitive ability with one or more of above areas or a documented deficit in adaptive behavior; OR a deficit in adaptive behavior with one or more of above areas or a documented deficit in cognitive ability.	District Developed	Preschool Team
6	Parents are given a copy of the planning form from step 4, and Parent Consent for Evaluation (PR-05)	PR-01, PR-05, Plan	Case Manager
7	MFE conducted according to plan. Evaluation Team Report (PR-06 Part A) Forms completed by team.	PR 06 (Part A)	Team
8	Parent sent PR 02 Parent Invitation "To determine eligibility for services as a child with a disability" and PR 01 Check "Proposes to change the identification, evaluation or educational placement of the child or provision of FAPE"	PR-01 PR-02	Case Manager
9	Document Attempts to Obtain Parent Participation	Dist. Developed	Case Manager
10	MFE Meeting held to discuss evaluation results. At the MFE Conference the team completes a Summary and Determines Eligibility for special education services (Part B of PR-06). Preschool Child Must have 2 Standard Deviation in one area or 1.5 Standard Deviation in two areas. The areas include: adaptive behavior, cognitive ability, communication, motor, social-emotional, vision, hearing and social emotional	PR-06 (Part B)	Preschool Educational Team and parents
11	Parents are sent a copy of the MFE Evaluation Team Report (PR-06) and an Invitation to the IEP meeting (PR-02 - "To develop, review, and/or revise the student's IEP"), Written Notice (PR-01 - "Proposes to change the identification, evaluation or educational placement of the child or provision of FAPE") and a copy of the Proc. Safeguards	PR-06, PR-01, PR-02 Proc. Safeguards	Case Manager
12	Document reasonable attempts for parent and student participation	Dist. developed	Case Manager
13	IEP (PR-07) developed. IEP conference must be held within 30 days of MFE. IEP developed in this sequence: 1) Visioning 2) Present Levels of Performance 3) Needs of Student 4) Goals, Objectives and Eval. 5) Services 6) LRE	PR-07	Preschool Educational Team and parents
14	If the parent signs the IEP, written notice is not needed. If parent disagrees with the IEP a Written Notice form (PR 01 "IEP Issues") needs to be given to the parent	PR-01	Case Manager
15	Copies sent to parent of IEP within 30 days of meeting	PR-07	Case Manager
17	Copies sent to parent of IEP within 30 days of meeting	IEP -PR 07	Case Manager
18	A re-evaluation at the preschool level only occurs if: <ul style="list-style-type: none"> • The child has been in the program for 3 years and is not ready to transition to school age • Prior to a change in disability category (i.e. when moving from preschool to school aged services if they turn 6 years old before Oct. 1st). If the child turns 6 after October 1st , you can wait to have the reevaluation until the next IEP is due. To qualify for school aged services they must fit the definition of one of the 13 handicapping conditions. 		