

Initial Evaluation Procedures

| Steps | Description | Form |
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| 1 | Student needs assistance, parent invited to participate in Intervention Assistance Process | District developed |
| 2 | Interventions are developed and documented. | District developed |
| 3 | If team determines that additional information (i.e. screening, observation, interview, referrals, assessment, intervention based therapy (specialized instruction by SLP) is needed they need to get parent permission . | District developed or Modified PR-05 |
| 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 Written Notice (PR-01 check "Proposal to initiate an initial evaluation"), and Procedural Safeguards (Whose IDEA is It?) | PR-01 PR-02 Procedural Safeguards |
| 5 | Team (including parent) meets to discuss and/or complete Referral for Evaluation form (PR-04) | PR-04 |
| 6 | Parent is invited the MFE Planning meeting (PR-02 - "To develop an evaluation plan") if not completed in step 4. | PR-02 |
| 7 | MFE plan is completed. Be sure special considerations (Assistive Tech, Phys Ed, Communication Needs, Behavior, Braille) have been addressed. For SLD , there must be an observation of the child in their learning environment including the regular classroom. | District developed |
| 8 | Parents are given a copy of Procedural Safeguards (Whose IDEA is it?) a copy of the planning form from step 7, and Parent Consent for Evaluation (PR-05) . If parent permission is not granted, the district is not held responsible for not providing FAPE. | PR-01, PR-05 Procedural Safeguards, District Planning form, |
| 9 | MFE conducted according to plan. Evaluation Team Report (PR-06 Part A) Forms completed by appropriate individuals and brought to MFE. | PR-06 Part A |
| 10 | Parent sent Invitation to MFE meeting (PR-02 - "To determine eligibility for services as a child with a disability") and Written Notice (PR-01- check "Proposes to change the identification, evaluation or educational placement of the child or provisions of FAPE") | PR-01 PR-02 |
| 11 | Document Attempts to Obtain Parent Participation | District developed |
| 12 | 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). Part C is filled out for SLD determination. Participants indicate whether they agree or disagree with the determination. MFE should be completed within 60 days of initial consent . When SLD is suspected, the parent and team can mutually agree to extend the timeline in writing. * Cannot be disabled if lack of instruction in reading/math, Limited English Proficient, or for Preschool Disabled or LD environmental/cultural/economic disadvantage. | PR -06 Part B,C |
| 14 | 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 provisions of FAPE") and a copy of the Procedural Safeguards | PR-06 PR-01, PR-02 Proc. Safeguards |
| 15 | Student Invitation to IEP/Transition (PS-02 - "To develop, review and/or revise the student's IEP") must be sent to student who is 14 years old, and any other student if appropriate. | PR-02 |
| 16 | Document reasonable attempts for parent and student participation | District developed |
| 17 | IEP (PR-07) developed *IEP conference must be held within 30 days of MFE . | PR-07 |
| 18 | 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" and needs to be given to the parent | PR-01 |
| 19 | Copies sent to parent of IEP within 30 days of meeting | PR-07 |

Re-evaluation Procedures

A re-evaluation must occur:

- at least every 3 years,
- when moving from preschool to school aged services,
- prior to determining that a child is no longer disabled (Dismissals),
- upon teacher/parent request,
- prior to a change in disability category or if conditions warrant.

| Steps | Description | Form |
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| 1 | Parent invited to reevaluation planning meeting (PR-02) check "To determine reevaluation needs "and send Written Notice (PR-01) check "Reevaluation", and copy of Procedural Safeguards | PR-02 PR-01 Procedural Safeguards |
| 2 | Document Attempts to Obtain Parent Participation | District Developed |
| 3 | Team completes reevaluation planning form . Be sure to look at "special considerations" (Assistive Tech., Phys. Ed. Braille, Communication, Behavior, etc.) | District developed |
| 4 | If the plan requires new assessment data Parental Consent (PR-05) is needed | PR-05 |
| 5 | If no additional information (i.e. new testing) is needed, the parents are provided with notification about the planned reevaluation (Prior Written Notice PR-01) check "Reevaluation", reasons for that determination, and information about their right to request additional testing. (Note: Most often SLP's daily documentation of data on IEP objectives should be enough to re-qualify based on existing data.) Provide Procedural Safeguards | PR-01 Procedural Safeguards |
| 6 | If reasonable attempts are made to obtain parental consent and documented, district may proceed without consent | District Developed |
| 7 | MFE conducted according to plan. Evaluation Team Report (PR-06 Part A) Forms completed by appropriate individuals and brought to MFE or all disciplines can be combined on one Part A. | PR-06 Part A |
| 8 | Parent sent Invitation to MFE meeting (PR-02) check "To determine eligibility for services as a child with a disability" and Written Notice (PR-01) check "Reevaluation" and/or "Proposes to change the identification, evaluation or educational placement of the child or provision of FAPE" or whatever is appropriate in individual cases. Meeting held to discuss results * Cannot be disabled if lack of instruction in reading/math; Limited English Proficient, or for Preschool Disabled or LD, environmental/cultural /economic disadvantage. | PR-02 PR-01 |
| 9 | At MFE Conference, team completes the Evaluation Team Report and determines eligibility (PR-06 Part B) Participants indicate whether they agree or disagree with the determination. | PR-06 Part B |
| 10 | Evaluation Team Report (PR-06), Parent Invitation (PR-02) check "To develop, review, and /or revise the student's IEP" and Written Notice (PR-01) check "other" and write "To develop, review, and /or revise the student's IEP" are sent to parents prior to the IEP Meeting. | PR-06 PR-02 PR-01 |
| 11 | Student Invitation to IEP/Transition Meeting (PS-02) check "To develop, review, and /or revise the student's IEP" must be sent to the student who is 14 years old, and any other student if appropriate | PR-02 |
| 12 | IEP (PR-07) developed. * IEP conference must be held within 90 days after parent consent or 30 days from eligibility determination | PR-07 |
| 13 | 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 |
| 14 | Copies sent to parent of IEP within 30 days of meeting | PR-07 |