

Initial Evaluation Procedures Flowchart

Step s	Description	Form
1	Interventions are developed and documented for a struggling student.	District developed
2a	<p>Once a disability is suspected:</p> <ul style="list-style-type: none"> • District Referral: (referral date is the date the team decided an evaluation should be conducted)parents must receive: <ol style="list-style-type: none"> 1. Completed Referral for Evaluation form (PR-04) could be developed at the conclusion of the Intervention review. 2. Parent Invitation (PR-02- “Develop an Evaluation Plan”) if the parent is not present 3. Procedural Safeguards (Whose IDEA is This?) 4. Preschool or School Aged Evaluation Plan on the planning form is completed. Be sure all areas have been addressed. The parent should be involved in this process and the parent input should be documented. 5. Provide Written Notice (PR-01 “Proposes to initiate an initial evaluation”) and a Parent Consent for Evaluation (PR-05). <p>If parent permission is not granted, send another PR-01 documenting the parent’s response, or attempts to contact and lack of response.</p> 	<p>Within 30 days from initial referral need PR-01,PR-02, Whose IDEA, PR-04,Planning Form and PR-05</p> <p style="text-align: center;">or</p>
2b	<ul style="list-style-type: none"> • Parent Referral: (referral date is the date the school received written/verbal request of the parents) If the district agrees they must do the same steps as a district referral. If district doesn’t suspect a disability PR-01 must be sent within 30 days indicating their refusal to initiate an evaluation and give reasons why. 	PR-01 refusing
3	<p>Parent sent Invitation to ETR meeting (PR-02 – “To determine eligibility for services as a child with a disability”) and Written Notice (PR-01- “Other: Eligibility Determination”) which isn’t required but is Best Practice</p> <ul style="list-style-type: none"> • Document Attempts to Obtain Parent Participation- at least 3 (dates, times and results from phone, email, visits) 	PR-01, PR-02 to ETR OP-9 /district developed
4	<ul style="list-style-type: none"> • Evaluation Team Report Meeting is held to discuss evaluation results. (All areas except Description of Educational Needs and Implications for Instruction and Progress Monitoring – can be done as a draft prior to the ETR meeting). At the meeting the team completes a summary (Part 2) and Determines Eligibility (Part 4) for special education (PR-06). Part 3 of the PR-06 is filled out for SLD determination. Participants indicate whether they agree or disagree with the determination (Part 5). <ul style="list-style-type: none"> ○ If NOT eligible Parents are sent a PR-01 (“Other: Child is not Eligible for special education and related services”) ○ If eligible parents are sent a copy of the Evaluation Team Report (PR-06) and an Invitation to the IEP meeting (PR-02 – “To develop, review, and/or revise the student’s IEP”). The student, who will be 14 years old prior to the expiration of the IEP, is also sent an Invitation/added to parents PR-02. ○ Document reasonable attempts for parent and student participation in IEP – at least 3 attempts (dates, times and results from phone, email, visits) ○ If parent refuses services it should be reflected within a PR-01. 	<p>PR-06</p> <p>ETR is held within 60 days of initial consent, unless SLD mutually agree to extend timeline</p> <p>PR-01 PR-02 to IEP</p> <p>OP-9 /district developed</p>
5	<ul style="list-style-type: none"> • IEP (PR-07) is developed <ul style="list-style-type: none"> ○ Parent is sent a PR-01 (“Proposal to change the identification, evaluation, educational placement of the child or provision of FAPE”) at the conclusion of the IEP and prior to implementing the new/revised IEP. ○ Provide PR-01 to parents and receive written informed consent from parents before initial placement of a child in special education. This is provided through the parents signature on the IEP (PR-07) ○ If the parent disagrees with sections it would be reflected in the PR-01 ○ If the parent refuses consent for the initial IEP this should be reflected within the PR-01 along with the services that the student will not be given. <p>If Evaluation Team Meeting and IEP are held together be sure to give parents a copy of PR-06 <u>before the IEP</u>.</p> 	<p>PR-01 PR-07</p> <p>IEP is held within 30 days of ETR, 120 days from referral</p> <p>Copies of PR-07 sent within 30 days</p>