

EDUCATION EVALUATION FLOWCHART

- A request for an evaluation may be made verbally or in writing by either a parent or school personnel.
- An evaluation is NOT a screening, a review of records, progress-monitoring or tests required of all students.

Parent makes a verbal or written request for an evaluation. The 10-day timeline begins.

School personnel make a request for an evaluation.

After a record review, a decision will be made with one of the following:

After a record review, a decision will be made with one of the following options: (Parents are notified of decisions #1, #3, & #4.)

1) The request for evaluation is denied with a written notice indicating reason for denial. Verbal notice is also encouraged. Parents are informed that they have a right to request meeting, mediation or hearing.

2) School will complete an evaluation. Notice of evaluation is sent home, along with request for **consent for evaluation**. Since student did not participate in a process to assess response to interventions, a case conference will convene within **50 days** of receiving written parent consent.

3) School will complete an evaluation. Notice of evaluation is sent home, along with request for **consent for evaluation**. Since student participated in a process to assess response to interventions, a case conference will convene within **20 days** of receiving written parent consent.

1) There is a suspected disability. The principal will contact the parent. Notice of evaluation is sent home, along with request for **consent for evaluation**. If student participated in a process to assess response to interventions, a case conference will convene within 20 days. If not, a case conference will convene within 50 days of receiving written parent consent.

2) Student is receiving interventions and making good progress. These will continue and / or will be adjusted as needed.

Or

3) Student has NOT received interventions. The school will work with the parent to begin interventions.

Or

4) There is no basis for suspecting a disability; the principal will contact the parent to consider if a medical issue is interfering with progress.

End

Fax Notification of Request for Ed Eval form to Co-op.
End

Psych or Principal will promptly fax *Notification of Request for Ed Eval form* to Co-op.

An evaluation is completed. Psychologist will synthesize reports for SLD evaluations. The parent may obtain a copy of the report or request a meeting to explain the evaluation at least 5 school days before the case conference. A notice for the case conference is mailed by the case conference coordinator to participants.

The CCC will meet, discuss the findings and determine if the student meets eligibility for special education and related services. The CCC will make one of four recommendations and obtain parent permission, if necessary.

1) There is no disability. However, the teacher will use the report to make accommodations.

2) There is no disability. The school will continue the interventions and make adjustments as needed.

3) There is no disability. The school will consider if a medical condition requires a Section 504 Plan.

4) There is a disability. An IEP and services are determined. Services will begin after parent consent is received.