

Procedures for General Education Intervention (GEI)

1. The general education intervention (GEI) team, in conjunction with the school psychologist determines the need for an individual evaluation. If the student is currently identified for speech services, this would be considered a reevaluation; notify the speech pathologist.
2. The GEI coordinator notifies the principal of the need for an evaluation.
3. The principal, GEI coordinator, general education teacher and other relevant personnel will begin the pre-conference planning in *Indiana IEP.*  The type of evaluation, existing data, and referral decision sections must be completed. The data gathered during the GEI process should be utilized when completing the referral. The general education teacher will complete the *teacher/counselor information form* *(doc.5.5). All relevant medical reports and information will be obtained either from the parent or the appropriate medical provider by staff prior to generating the notice.*
4. The school psychologist completes eligibility categories and assessment sections in the pre-conference planning in *Indiana IEP*. The school psychologist will then complete the notice of evaluation and informs the principal the notice is ready to be sent to the parent/guardian for consent.
5. There are three (3) types of written notice:
	1. *Notice of initial evaluation* – for students who have not participated in all response to intervention (RTI) procedures, or have participated in interventions and have responded according to the plan. The evaluation will be completed and case conference held within fifty (50) school days.
	2. *Notice of initial evaluation following interventions* – for students who have participated in all RTI procedures and have not responded to interventions. The evaluation will be completed and case conference held within twenty (20) school days. Only select this option after discussion with your school psychologist/or special education supervisor.
	3. *Notice of evaluation refusal* – for students whose educational records do not indicate the presence of a disability.
6. The social worker will contact the parent to complete the *social and developmental history (doc*.*5.6)*
7. The principal will print the notice and send to the parent along with the *Indiana Department of Education Notice of Procedural* Safeguards *(doc*.*4.2).* The date the notice is sent to the parent will be documented on the communications tab in *Indiana IEP*.
8. When the parent consent for testing (notice) is signed and received by the school, the principal will ensure the *social and developmental history* and the *teacher/counselor information form* are complete.
	1. Date stamp parent consent form.
	2. Immediately send signed consent, *social and developmental history* and *teacher/counselor information form* to the Student Services Department.
	3. Student services department will input parent consent date in *Indiana IEP*. Once consent date is input *Indiana IEP* will calculate the compliance date
9. The school psychologist will complete the *multidisciplinary evaluation plan (doc.7.2)* and email it to all team members. The plan will indicate the date individual evaluation reports will be completed, the multidisciplinary team meeting date (if necessary), and the case conference date. Multidisciplinary team meetings are required for students suspected of having autism, an emotional disability (ED), or a specific learning disability (SLD).
10. Multidisciplinary evaluation team members will complete their reports on the evaluation template and submit electronically to the school psychologist.
11. The school psychologist will compile the evaluation report and submit it to the Student Services Department to be copied and sent to the school. The evaluation report must be at the school for the parent to have at least five (5) school days prior to the case conference. The notice of case conference will be provided to the parent along with the evaluation report.