

Procedures for Initial Evaluation by Parent Request

1. Parent contacts licensed school personnel to request an evaluation either verbally or in writing.
2. Principal explains the general education intervention (GEI) process as an alternative to pursue prior assessment. If GEI is chosen refer to *GEI flowchart (document 4.2)*.
	1. If the parent decides to try GEI, the principal should complete the *notice of initial evaluation refusal* in *Indiana IEP* noting in the textbox that the parent has agreed to GEI. This is our documentation that the request for an evaluation was responded to in the appropriate timeframe.
3. If the parent still requests an evaluation:
	1. Principal, general education teacher and other relevant school personnel meet to review student data.
	2. Principal will inform the parent that copies of all related psychological, psychiatric, and medical reports and information must be received by the school prior to initiating the evaluation.
	3. They will decide on one of three options:
		* *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.
		* *Notice of initial evaluation following interventions* – for students who have participated in all RTI procedures and have not responded to those interventions. The evaluation will be completed and case conferences held within twenty (20) school days.
		* *Notice of evaluation refusal* – for students whose educational records do not indicate the presence of a disability. The principal will contact the director of special education prior to refusing an evaluation.
4. The principal or designee will begin the written notice process in *Indiana IEP* by completing information required under the preconference planning tab. The *teacher/counselor information form (document 6.5)* is completed at this time. If the *social and developmental history (document 6.6)* has not been completed, the social worker will meet with the parent to complete the document prior to signing the permission for testing.
5. The principal will email the *teacher/counselor information form* to the school psychologist. The school psychologist will complete the assessment information on the referral. The school psychologist will finish the written notice and let the principal know when it is ready to be sent.
6. Within ten (10) days of the request for evaluation, the principal will print the notice and send to the parent along with the *procedural safeguards (documents 5.3 or 5.3S)*. The date the notice is sent to the parent will be documented.
7. When the parent consent for testing (notice) is returned:
8. The parent consent will be date stamped.
9. The principal will contact the Student Services Department to determine the compliance date. The case conferences date will be established at this time and will be no later than day forty (40) for a fifty (50) school day evaluation, or day fifteen (15) for a twenty (20) school day evaluation.
10. The signed notice, the *social and developmental history, the* teacher*/counselor information form, and all medical* reports are sent to Student Services Department.
11. The principal will notify the school psychologist that the consent has been received.
12. The school psychologist will complete the *multidisciplinary evaluation plan (document 8.2)* 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, or a learning disability.
13. Multidisciplinary evaluation team members will complete their reports on the evaluation template and submit to that school psychologist electronically.
14. The school psychologist will compile the *evaluation report* and submit 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 a least five (5) school days prior to the case conference. The Student Services Department will mail the parent notification that the report is available to be picked up at the school. The *notice of case conference* will be provided to the parent along with the *evaluation* *report*.