



Procedures for Initial Evaluation Language or Speech Impairment Parent Referral

1. Parent contacts licensed school personnel to request an evaluation either verbally or in writing.
2. The parent will be asked to complete the *social and developmental history (doc.6.6)*.
3. Within ten (10) school days the school must provide the parent with "written notice". There are three types of written notice:
 - a. *Notice of initial evaluation* - for students who have not participated in documented, scientific research-based interventions, or who 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.
 - b. *Notice of initial evaluation following interventions* - for students who have participated in documented scientific research-based interventions and who have not responded to those interventions. The evaluation will be completed and case conference held within twenty (20) school days.
 - c. *Notice of evaluation refusal* - for students whose educational records do not indicate the presence of a disability.
4. For a child with a language or speech impairment, the speech pathologist reviews school records and educational data with the general education teacher and other relevant school personnel to determine the appropriateness of an evaluation. For a student with language impairment, the *teacher/counselor information form (doc.6.5)* will be completed by the general education teacher or counselor. If the *social and developmental history* cannot be completed by the parent, the speech pathologist will contact the building social worker who will meet with the parent to complete this document prior to signing the permission for testing.
5. The speech pathologist will complete the written notice on *Indiana IEP*.
6. The speech pathologist will print the notice and send to the parent along with the *social and developmental history* and *procedural safeguards (documents 5.3 or 5.3S)*. The date the notice is sent to the parent will be documented and must be written within ten (10) school days of the request for an evaluation.
7. A copy of the notice should be sent to the Student Services Department for recording.
8. When the parent consent for testing (notice) is returned, the speech pathologist will make sure that the *social and developmental history* is also completed:
 - a. The parent consent will be date stamped and sent immediately to the Student Services Department along with the *social developmental history*.
 - b. The speech pathologist's name should be printed on the referral packet.
 - c. The speech pathologist will contact the Student Services Department to determine the compliance date. The case conference 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.
9. The speech pathologist will complete the *multidisciplinary evaluation plan (doc.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. For students with a suspected language disorder, a school psychologist or special education teacher will be involved in the evaluation.
10. Multidisciplinary evaluation team members will complete their reports on the evaluation template and submit to the speech pathologist electronically.
11. The speech pathologist will compile the *multidisciplinary team report*. If the parent checked that he/she would like a copy of the report in advance of the case conferences, the speech pathologist will send a copy of the report to the Student Services Department. A letter will then be mailed to the parent indicating that the report is available in the building and can be picked up from the speech pathologist. If the parent indicated that he/she did not want the report in advance of the case conference, that report will be made available at the case conference.