

Multidisciplinary Team Process

An educational evaluation of a student shall determine whether the student is eligible for special education and related services. If eligible, the evaluation will also identify the special education and related services necessary to meet the educational needs of the student.

The multidisciplinary team (M-Team) is composed of at least one teacher licensed in, or other specialist with knowledge in, the area of suspected disability. On conducting the educational evaluation, the

M-Team must use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the student.

As part of the educational evaluation, the M-Team must, with or without a meeting, do the following:

1. Review existing evaluation data on the student, including the following:
	1. Evaluations and information provided by the parents of the student.
	2. Current classroom, local, and state assessments.
	3. Classroom based observations and observations by teachers and related services providers.
2. On the basis of that review, and input from the student’s parents, identify the following:
	1. The suspected disability or disabilities.
	2. Any additional data that is required for the student’s case conference committee (CCC) to determine.
		1. Eligibility for special education; and
		2. The special education and related service needs of the student.
3. Obtain information for the CCC to use in making determinations of eligibility.

Procedures:

The specific requirements for composition of the M-Team are contained in this section and specific to each suspected disability.

1. Once the parent consent for testing is received, the principal 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) instructional day evaluation, or day fifteen (15) for a twenty (20) instructional day evaluation.
2. The principal will notify the school psychologist immediately upon receipt of the parent consent.
3. The school psychologist will complete the *multidisciplinary evaluation plan* and email to all members of the M-Team. The plan will indicate the date the individual evaluation reports will be completed, the date and time of the M-Team meeting (if necessary), and the case conference date. M-Team meetings are required for students suspected of having autism, an emotional disability, or a learning disability.
4. M-Team members will complete their reports on the evaluation template and submit to the school psychologist prior to the date due.