Summer Special Education Evaluations

PREPARATION
☐ School Based Intervention Team refers student for an evaluation for special education services.
☐ Special Education Case Manager is assigned.
☐ Case Manager facilitated discussion and decisions regarding Component Checklist.
☐ Signatures secured by IEP Team and Parent on Component Checklist.
☐ Parent signature secured on Parent Permission to Evaluate form.

EVALUATION PROCEDURES
☐ Copies of Component Checklist, Parent Permission to Evaluate, SBIT documentation (RTI plan, progress monitoring data, etc.) is sent to Special Education Office Assistant at COB.

Immediately and prior to the end of the school year:
☐ Teacher evaluations, checklists, assessments and interviews disseminated, conducted and collected.
☐ Classroom observations conducted and documented.
☐ All parent observation and interviews should be disseminated, collected or completed.
☐ All psychological and educational testing should be completed.
(Special Education Evaluations take priority over RTI work.)

FORWARDING EVALUATION COMPONENTS
☐ All teacher generated evaluation material and classroom observations forwarded to the Special Education Office Assistant at COB with clear indication that the evaluation is to be completed over the Summer.
☐ If there are any evaluations completed, those evaluations should be forwarded to the Special Education Office Assistant at COB with clear indication that the evaluation is to be completed over the Summer.

FORMAL EVALUATION PROCEDURES
☐ File with all forwarded information is created for Summer Special Education Evaluation Team by Special Education Office Assistant.
☐ Special Education Evaluation Team is appointed by the Director of Special Education or designee.
☐ The appointed School Psychologist acts as “point person” for Special Education Evaluation Team.
☐ Members of the Special Education Evaluation team complete any necessary evaluation components.
☐ School Psychologist coordinates, schedules and facilitates special education eligibility meetings that occur during the Summer. All documentation is completed, copied and maintained by the school psychologist until the completion of the evaluation process.
☐ Upon completion of the special education eligibility meeting, all resulting evaluation material, reports and documentation is copied for the parent.
☐ Both the original and one copy of all materials are created and provided to the Special Education Office Assistant.
☐ The Special Education Office Assistant will route all completed evaluations to the child’s base school to the attention of the Special Education Lead Teacher. A copy of the evaluation and all documentation related to it will be maintained at Central Office.
☐ The Special Education Office Assistant will update all electronic information regarding the outcome of the evaluation for special education services.