

Referral and Evaluation Process Checklist for K-12 Students
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√	Activity	Requirements
	Problem solving before referral to special education	General education staff conducts and documents at least two interventions addressing student's skill deficit(s); progress monitoring data is collected for each intervention (minimum established by research is 6-8 weeks).
	Parent or outside agency request for evaluation or reevaluation	<p>Invite parents and conduct a referral review meeting within a reasonable amount of time (e.g. within 10 school days of receipt of request).</p> <p>General education staff collects existing educational data for student (test history, classroom performance). Review general education interventions and progress data. If no interventions have been conducted, general education staff will need to plan and conduct the interventions while the evaluation is underway.</p>
	School staff referral for evaluation	Review performance areas and general education interventions with special education staff (Child Study meeting). Contact parent and collect information regarding any family/home concerns. Child Study/Special education team reviews information and makes determination to hold a Referral Review meeting with parent.
	Parent Notification of Refusal to Evaluate	Refusal of a Parent request for evaluation is allowable under federal regulation and Minnesota rule. However, it is not common for a Child Study team to refuse a parent's request. If so, they must notify a Coordinator of Special Education. Most often, an evaluation is completed when a parent makes a request. In some instances, after meeting with the team and reviewing the data, a parent has withdrawn the request for an evaluation. Documentation of the parent's withdrawal of a request for evaluation must be in writing.
	Parent Notification of Proposed Educational Evaluation	<p>Parents are invited to evaluation planning meeting using Notice of Team Meeting.</p> <p>Parents are provided with Parent Notification of Proposed Education Evaluation and the Notice of Procedural Safeguards brochure.</p> <p>Notice and Plan must be in the parent's native language or other mode of communication. <i>Refer to Nondiscriminatory Evaluation Practices.</i></p> <p>Evaluation Plan must include a full description of areas to be evaluated and procedures to be used.</p>
	Initial Evaluation Consent	Parental written consent is required before beginning an initial evaluation; wait for signed Parent Notice of Evaluation and document date received.
	Eligibility Determination and Evaluation Report	<p>The Evaluation Report must be completed and delivered to parent within 30 <i>school</i> days of receipt of the consent for evaluation.</p> <p>Best practice is to schedule an Eligibility Determination meeting with parents (use Notice of Team Meeting form) <u>within</u> the 30 school day timeline to review the Evaluation Report and document team's eligibility decision.</p>
	Initial IEP Meeting	<p>Meeting to develop an initial IEP must be held within 30 <i>calendar</i> days of determining a student needs special education and related services.</p> <p>Set up meeting at time and place mutually acceptable to school, parent, and student. Arrange for interpreter if needed.</p>