

Wabash Miami Area Program for Exceptional Children

Procedure for Requesting an Initial Evaluation

Once a request for an evaluation is made, either by the parent or the school:

1. The administrator will immediately email or fax (260-563-2749) the Notification of Request for Initial Evaluation form to the Wabash Miami Area Program Office. To send via email use the following email accounts. In the subject line, please put last name followed by referral.

MCS: mcsreferral@msdwc.k12.in

MSDWC: msdreferral@msdwc.k12.in.us

NMCS: nmcsreferral@msdwc.k12.in.us

PCS: pcsreferral@msdwc.k12.in.us

WCS: wcsreferral@msdwc.k12.in.us

2. Wabash Miami Area Program Office staff will forward the Notification of Request for Initial Evaluation form to the Evaluation Team Leader.
 - a. School Psychologist (Initial or re-evaluation, education testing)
 - b. Blind Low Vision Teacher/Deaf Hard of Hearing Teacher (12 month timelines, re-evaluation only)
 - c. Speech Language Pathologist (initial or re-evaluation, educational testing)
 - d. Teacher (Functional Behavior Assessment only)
 - e. Assistive Technology Team Leader
3. Within 10 school days, the evaluation team leader will send consent for evaluation to the parent with a stamped envelope addressed to the appropriate staff at Wabash Miami Area Program.
4. When Wabash Miami Area Program staff receives the signed consent form, they will enter the appropriate dates into the database.
5. Wabash Miami Area Program staff will email the evaluation, evaluation timeline/due date to the Evaluation Leader.
6. The Evaluation Leader has 10 days from the date the signed consent was received to decide and notify the parent if the school will proceed with testing.
7. Once the evaluation conference is completed, the Evaluation Team Leader will provide a completed Evaluation Report to Wabash Miami Area Program staff for entrance into the database.