

EVALUATION PROCEDURES –DELETING SLP SERVICES ON AN EXISTING IEP

1. Check data against goals---are there any further SLP goal areas to address?
2. Check with Teacher/Parent for input---tell them SLP goals have been met and ask if they see the skill in other settings. Ask if they have concerns in other areas of speech/language.
3. If no, then tell that you are thinking of dismissing from SLP services only. Ask if any other areas need to be retested at this time, either new or old (include the psychologist, the case manager and any other service providers in this discussion). Indicate this on the Team Planning Worksheet (Form 2.1).
4. Schedule the 1st Team meeting to obtain permission from parent for assessment (either re-instrumentation or file review, or combo---tell parent they may waive their right to attend the 1st meeting (if it appears they are in agreement) and that you need permission by phone or email to proceed at the 1st meeting without them and to do the reassessment. (You will obtain their written signature for consent at the 2nd meeting). Complete the Meeting Invitation, Evaluation Plan (Form 2.1) and Consent Form (Form 8) on E-Com. Tell the parent at this time that they will need to attend the 2nd meeting.

Hold the 1st meeting with Teacher and District Rep. Make sure the meeting minutes indicate that the parent waived their right to attend the meeting and gave permission to proceed with retesting.

5. Complete the testing/file review and then write the report - Individual Evaluation (Form 28) and/or Team Evaluation Report (Form 4.5).
6. Schedule the 2nd meeting and send a Meeting Invitation to parent. At the meeting, have the parent sign the consent form and initial the minutes from the 1st meeting that you documented their permission to start the reevaluation. Make sure the Evaluation Summary (Form 4.5), the final Prior Written Notice (Form 6) and the minutes page indicate specifically that student is discontinuing only the speech/language services, and not the other areas. Everyone signs the team report and the minutes page.
7. There will also need to be an amendment to the IEP for the services (Summary Matrix page), so download the Amendment batch as well (Batch # 46). Import a new matrix page and make sure it matches the current one, deleting the SLP part of the services. You can do this at the same time you are completing the re-evaluation, just make sure you indicate this on the invitation to the 2nd meeting and document the decision on the minutes page.

*** TO ADD SLP SERVICES TO AN EXISTING IEP**, follow the same basic procedures for documenting all the steps of the process.

