

**TUMWATER SCHOOL DISTRICT NO. 33
SPECIAL EDUCATION FLOWCHART EXPLANATION**

Student Needs: Building Process – concern regarding a student is completed and given to certificated building designee/case manager. The building team (SST, TAT, CDT) processes information, discusses interventions, strategies and communications with parent. If team suspects disability, the designated case manager sends Prior Written Notice – Propose to Initiate Referral to parent and invitations to referral meeting.

Referral – GQP gathers information, reviews existing school records, medical and other records; discusses strengths, weaknesses, remedial attempts and additional strategies to problem-solve. 25 school days timeline.

Decision to/Not to Evaluate – GQP (GQP includes the parent as a team member) notifies parent that the determination of the team is to evaluate.

Parent Consent – Parent MUST give written consent for evaluation.

Evaluation – Evaluation must be completed within 35 school days. Pieces of evaluation include a developmental history, health evaluation and if needed, behavioral testing, psychological testing, speech/language evaluation, fine or gross motor evaluation, observations, and/or medical reports.

Evaluation determines:

- if the student has a disability,
- if the disability adversely affects the student's educational performance, and,
- if need for SDI is determined the nature and extent of the student's need for specially designed instruction and any necessary related services

Eligibility Determination – When the evaluation is completed the case manager schedules a GQP meeting to determine eligibility. The parent must be part the team making determination. A Summary Analysis of Evaluation Data report is completed, including reports from all members of the assessment team. A copy of this report is given to parent.

If student found eligible – IEP meeting must be held within 30 calendar days of the eligibility determination.

If not found eligible the evaluation case manager provides prior notice of that decision.

IEP – IEP members are:

- parent of student,
- at least one general education teacher of the student,
- at least one special education teacher of the student,
- a representative of the school district who is qualified to provide or supervise the provision of specially designed instruction, is knowledgeable about the general curriculum, and is knowledgeable about availability of resources,
- an individual who can interpret the instructional implications of evaluation results,
- and at the discretion of parent or district, other individuals who have knowledge regarding the student,
- the student if appropriate,
- and, if transition, transition services providers.

Annual Review – the student's IEP must be reviewed annually, on or before the annual date of their previous IEP or sooner as needed.

Reevaluation – procedures used to determine the special education student's continuing eligibility and need for special education and related services. Reevaluation also determines the appropriateness of the services being provided to the special education student. This must be completed within 35 school days from parent consent. A re-evaluation is required if services or goal areas are added or deleted.

**TUMWATER SCHOOL DISTRICT NO. 33
SPECIAL EDUCATION INITIAL AND RE-EVALUATION FLOWCHART**

