



## Procedures for Initial Evaluation

### School Request for an Initial Evaluation

1. Student is supported through Multi-Tiered Systems of Support (MTSS). Additional supports (beyond Tier 1) should be documented in Student Support Team (SST) documents.
2. If the student does not make adequate progress in response to interventions provided by the school, an evaluation request may be initiated by the school. PLEASE NOTE: Sufficient data and time should be considered when considering to initiate a request for an evaluation.
3. School psychologist will review the student's educational information to determine if the evaluation is appropriate.
4. If the school psychologist reviews the data and determines that a special education evaluation **is not** appropriate, then the school psychologist will generate a Notice of Refusal. Parent will receive the Notice of Refusal and copy of Procedural Safeguards within 10 school days from the date of the school's request. A copy will also be sent to the school.
5. If the evaluation is determined to be appropriate, the School Psychologist will generate the Notice of Initial Evaluation. The Notice of Initial Evaluation and other documents (Consent to Bill Medicaid and E-2) will be provided to the parent (via mail or in person) so that parent receives the Notice within 10 school days from the date of the school's request. In this situation, the parent will be instructed to return the consent form and any other necessary documents directly to Psychological Services. The evaluation will not be initiated until written parental consent is obtained. If the parent does not return signed consent within one month, Psychological Services will send another set of paperwork to the parent. If no response is received after the second set of consent forms are sent, the evaluation will be closed out in Indiana IEP, due to no response. The Psychological Services Secretary will notify the School Psychologist and school that the referral has been closed out.
6. If consent is obtained, the evaluation will be completed and case conference held within 50 instructional days from the date the School Psychologist or Psychological Services Secretary received the parent's written consent.
7. Psychological Services secretary processes the initial referral and assigns all evaluation activities to the appropriate team of evaluators.
8. Psychological Services secretary works with building designee to schedule case conference at mutually agreeable date and time. It is the responsibility of the building to offer a date/time and confirm with parent.



## **Procedures for Initial Evaluation**

9. The Evaluation Team Review will discuss evaluation results and make an eligibility recommendation.
  
10. The school psychologist will prepare the Notice of Initial Case Conference/Notice of Findings (which includes the Meeting Notification and proposed eligibility/ineligibility).
  
11. Psychological Services secretary will mail the Notice along with the Evaluation Report to the parent so that the parent receives the Notice and Report at least 5 days prior to the scheduled initial case conference.
  
12. Ultimately, it is the responsibility of the initial case conference committee to determine the student's eligibility.



## Procedures for Initial Evaluation

### Parent Request for an Initial Evaluation

1. If a parent requests an evaluation either verbally or in writing, the building principal or designee will immediately document the request on the E1 form and have the classroom teacher complete the E3 form. The E-1 and E-3 forms will be provided to the school psychologist within 24 hours of the parent's request. Parent must be provided a copy of Procedural Safeguards at the time of the request.
2. School psychologist will review the student's educational information to determine if the evaluation is appropriate.
3. If the school psychologist reviews the data and determines that a special education evaluation **is not** appropriate, then the school psychologist will generate a Notice of Refusal. Parent will receive the Notice of Refusal and copy of Procedural Safeguards within 10 school days from the date of the parent's request. A copy will also be sent to the school.
4. If the evaluation is determined to be appropriate, the School Psychologist will generate the Notice of Initial Evaluation. The Notice of Initial Evaluation and other documents (Consent to Bill Medicaid and E-2) will be provided to the parent (via mail or in person) so that parent receives the Notice within 10 school days from the date of the parent's request. In this situation, the parent will be instructed to return the consent form and any other necessary documents directly to Psychological Services. The evaluation will not be initiated until written parental consent is obtained. If the parent does not return signed consent within one month, Psychological Services will send another set of paperwork to the parent. If no response is received after the second set of consent forms are sent, the evaluation will be closed out in Indiana IEP, due to no response. The Psychological Services Secretary will notify the School Psychologist and school that the referral has been closed out.
5. If consent is obtained, the evaluation will be completed and case conference held within 50 instructional days from the date the School Psychologist or Psychological Services Secretary received the parent's written consent.
6. Psychological Services secretary processes initial referral and assigns all evaluation activities to the appropriate team of evaluators.
7. Psychological Services secretary works with building designee to schedule case conference at mutually agreeable date and time. It is the responsibility of the building to offer and confirm date/time with the parent.
8. The Evaluation Team Review will discuss evaluation results and make an eligibility recommendation.



## **Procedures for Initial Evaluation**

9. The school psychologist will prepare the Notice of Initial Case Conference/Notice of Findings (which includes the Meeting Notification and proposed eligibility/ineligibility).
10. Psychological Services secretary will mail the Notice along with the Evaluation Report to the parent such that the parent receives the Notice and Report at least 5 days prior to the scheduled initial case conference.
11. Ultimately, it is the responsibility of the initial case conference committee to determine the student's eligibility.