

Directions for conducting an evaluation planning meeting

At least two school personnel and one parent/guardian are required for evaluation planning. If the team wants to look into eligibilities that have associated specialists (like ASD, CD, VI, etc.) the specialists need to be involved in the eval. planning. Administration/ District Reps are not required for eval planning, but are welcome if they wish to attend.

Evaluation planning may occur without a formal meeting, if this better serves the student and situation. If evaluation planning occurs outside of a formal meeting (like via emails and phone calls), please document who was involved and what was discussed to ensure the process is appropriately documented in the sped file. At least two school personnel and one parent/guardian are still required to be involved.

If completed properly, this may stand as documentation of not only proper evaluation planning, but also documentation of informed consent.

Please go ahead and delete unused columns, rows, and this page of information. Deleting unnecessary/unused portions of this form may avoid confusion, discourage “menu selection” of excessive assessments, and look neater.

It may be helpful to have a list of assessments and their descriptions in a Word file so you can easily copy-paste. You may also choose to pre-load some information into this template. You may also choose to edit this template to meet your needs. Whatever works the best for you. This is not an official ODE form and it is not a requirement. This is merely an option you may use for your eval planning needs. You may do your own eval planning documentation, if you prefer.