

Initial Evaluation Policies, Practices, and Procedures

The following situations are considered initial evaluations:

1. Evaluation is completed when a child transitions from Help Me Grow to preschool special education, when there is a suspected disability at the TPC meeting.
2. An evaluation completed for a child who has never been identified as a child with a disability.
3. Evaluation completed for a child who was previously exited from previous special education services AFTER an evaluation was completed that showed the child was no longer eligible under IDEA.
4. Evaluation completed for a child who moves in from out of state with identification as a child with a disability, and the IEP team at the receiving school determines that they will evaluate to determine if they agree with the sending state that the child is a child with a disability.

Either a parent of a child or an educational agency may initiate a request for an initial evaluation to determine if the child is a child with a disability.

An educational agency will, within 30 days of receipt of a request for an evaluation, either obtain written parental consent for an initial evaluation or provide to the parent a prior written notice stating that the educational agency does not suspect a disability and will not conduct an evaluation.

Screening for instructional purposes is not an evaluation. If a teacher or a specialist screens a child for instructional strategies for curriculum implementation, this screening is not an evaluation for special education and related services.

As part of the initial evaluation, and as part of any reevaluation, the evaluation team shall complete the evaluation planning form, which guides the evaluation process. Information gathered through the evaluation process will be summarized in an education team report.

A group of qualified professionals and the parent of the child determines whether the child is a child with a disability, and the education needs of the child. The qualified professionals must be based on the student's needs and the information being reviewed.

Evaluation team for a child suspected of having a specific learning disability means the parents and a group of qualified professionals, which must include: the child's regular teacher, or if the child does not have a regular education teacher, a regular classroom teacher qualified to teach a child of the child's age, or for a child of less than school-age, an individual qualified by the Department to teach a child of the child's age, and at least one person qualified to conduct individual diagnostic examinations of children, such as a school psychologist, speech-language pathologist, or remedial teacher, and a representative of the school district of residence.

The evaluation team may conduct a review of existing evaluation data without a meeting.

The educational agency must administer such assessments and other evaluation measures as needed to produce the data identified from the review of existing evaluation data.

The school district of residence ensures an evaluation is conducted before the initial provision of special education and related services. Either a parent of a child or an educational agency may initiate a request for an initial evaluation to determine if the child is a child with a disability.

Within 30 days of receipt of a request for an evaluation, the district either obtains written parental consent for an initial evaluation or provides to the parent prior written notice stating that the school district does not suspect a disability and will not be conducting an evaluation.

The initial evaluation must be conducted within 60 days of receiving written parental consent for the evaluation and must consist of procedures to determine if the child is a child with a disability as defined in the definition section of the operating standards and the educational needs of the child.

The educational agency provides parents with its intention to evaluate or not evaluate on a prior written notice. If the educational agency intends to evaluate, it must obtain consent from the parent within 30 days. Once the educational agency receives parental consent to evaluate, the evaluation must be completed within 60 days.

The 60-day time frame does not apply to a school district if: the parent of a child repeatedly fails or refuses to produce the child for the evaluation, or a child enrolls in a new school district of residence after the relevant time frame begins and before a determination by the child's previous school district of residence as to whether the child is a child with a disability.

This exemption only applies if the school district of residence is making sufficient progress to ensure a prompt completion of the initial evaluation, and the parent and school district agree to a specific time when the evaluation will be completed.

An education agency has 30 days from the date the prior educational agency's evaluation was received to either accept the evaluation from the prior educational agency or obtain written consent for a reevaluation. A reevaluation under this section must be conducted within 60 days of written parent consent.

The educational agency has a process for accepting the evaluation or obtaining written consent for an initial evaluation when a child transfers from an out-of-state school.

Students Attending School Out-of-District

In order to ensure that timelines are met for out-of-district students, there will be an email sent to all school districts that have a student attending, with Bowling Green as their district of residence, about who will complete the evaluation. This email will be sent annually at the start of the school year as a reminder for other districts to include a district representative from

Bowling Green in the evaluation process. Once written consent is obtained, the district of service will inform the district of residence, so there will be open communication, so that the timelines are met. This date will be added to our district spreadsheet of timelines, so that there is a double check in the system.

This policy and procedure will be reviewed and revised, if necessary, at least annually.