



The Northeastern Local School District

Preparing students for their NExt success!

Superintendent	Mr. Jack Fisher
Treasurer	Mr. Dale Miller
Assistant Superintendent	Mr. Shawn Blazer
Director of Pupil Services	Mr. Steve Linson

Northeastern Local School District Policy/Practice/Procedures for Initial Evaluations

Policy: Northeastern Local will maintain 100% compliance for all initial evaluations.

Practice: Northeastern will provide training for any staff member who interacts with our students, regardless of the time each staff member begins working in the district. This training will include updated district policies, practices, and procedures at Northeastern Local.

Procedure: Gaining consent for initial testing

- The timeline begins when written consent is signed
- Staff members review the [60-day](#) Calendar to determine the final day of compliance.
- Staff members will set up the meeting five working days before the last compliance date.

Create a Google Invitation:

- Title: IETR and Student's Name
- List Date/Time of Meeting
- ADD/attach PR-02 to the Invitation or send it through SameGoal
- Add all guests attending the IETR Meeting- You are the owner and must add collaborators in SameGoal.

Add Description:

1. Written Consent Signed**LIST DATE**
2. Last Compliant Due Date of IETR**LIST DATE**
3. **THE DATE OF ETR MUST BE AT LEAST (5) WORKING DAYS BEFORE THE LAST COMPLIANT DATE**

Finalization After the Meeting:

1. The Special Education Supervisor or Director will complete the Special Education ETR and IEP Reporting Form
2. EMIS Coordinator will upload data from each reporting form to the DEW

Google Calendar Invitation Example

IETR Meeting - Steve Linson

Save

More actions

Sep 16, 2024

1:00pm

to

2:00pm

Sep 16, 2024

(GMT-04:00) Eastern Time - New York

Time zone

☐ All day

Does not repeat

RSVP: Yes

Add note / guests

Event details

Find a time

meet.google.com/vth-pkty-gpr

Kenton Ridge PK-12, 2250 Montego Dr, Springfield, OH 45503, USA

Add notification

Steve Linson

Busy

Default visibility

Availability might be shown in other Google apps

Create meeting notes

PR-01 Pare...

Written Consent: August 1, 2024

Last Compliant Due Date: September 30, 2024

Guests

Add guests

3 guests

1 yes

2 awaiting

Steve Linson

Organizer

Jack Fisher

Office

Shawn Blazer

Suggested times

Guest permissions

☐ Modify event

☒ Invite others

☒ See guest list