



Supporting Our Students Outside of Carroll

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This document is sent to all Carroll families at the beginning of each academic year along with [2026-2027 Carroll School Specialized Services](#) and the [Carroll School Release form](#). It contains information about:

- [Outside Testing](#)
- [Requests for Student Information](#)
- [IEP Process](#)
- [Communicating with Outside Providers Hired by Parents](#)
- [ISEE/SSAT Testing](#)
- [Observations](#)

Outside Testing

- Families should send outside testing reports, IEPs, release forms, or notes from providers that explain testing to the School Registrar who will upload the documents to our student information system, Aspen.
- When new documents for a student are uploaded to Aspen, the School Registrar will notify the student's teaching team and the student's Assistant Division Head who will ensure that other relevant educators are informed.

Requests for Student Information

- Should a school district, private/independent school admissions office, parent, outside provider, or physician contact an educator regarding student records, verbal consultations, or form completions, educators will **redirect all inquiries to the School Registrar.**
 - Carroll School must have a signed release on file prior to sharing or discussing any student information.
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IEP Process

1. What is Carroll Schools' involvement in the IEP process?

- All agreements are made directly between families and districts. As such, Carroll's signature is not warranted on any documents.
- With written parental permission, Carroll School will provide parents and school districts with (1) Carroll Student Data Report, (2) recent Trimester Reports, and (3) Statement of Educational Services provided at Carroll. The School Registrar sends out this information. These data reports will support the development of individual educational plans with comprehensive information about a student's profile and current level of performance. Any other information must be provided by the parents directly to the school district.
- Carroll participates in the creation of IEPs by providing these reports but does not participate in IEP meetings unless a student is transitioning to a public program.
- Carroll offers opportunities for school districts and evaluators to observe students. Division Administrators coordinate these visits.
- It is the responsibility of the visitor/observer to obtain and present written parental permission before a visit can be scheduled and data can be released.
- When updated testing is required by the IEP process, that testing cannot occur on campus at Carroll School.
- Our goal is to support each Carroll student and family. Parents are always welcome to request meetings and discussions about their child's healthy growth and development.

2. What should families do if they are involved in the annual review or re-evaluation process and are seeking information from Carroll School?

- Families should reach out to the School Registrar who will send a release of information form. With written parental permission, Carroll School will provide

parents and school districts with (1) Carroll Student Data Report, (2) recent Trimester Reports, and (3) Statement of Educational Services provided at Carroll.

- Any other information must be provided by parents to the school district.
- These data reports will support the development of IEPs.

3. What other information can Carroll School educators provide?

- In addition to the reports and information provided by Carroll's Registrar, if the district sends specific questions to our School Registrar, relevant educators can answer them in writing via email or during a 10-minute phone conversation (if they prefer). Questions related to accommodations and modifications needed for the student's success can be used to draft the IEP.
- The School Registrar will let parents know that the conversation has taken place.
- If the district would like educators to complete rating scales (e.g. BASC, BRIEF), they should be sent to our School Registrar who will distribute them to relevant educators.
- Educators will not complete rating scales without approval from the Registrar.
- Parents will not receive copies of completed forms.

4. Will teachers attend IEP meetings?

- A member of the Carroll team can remotely attend the first 20 minutes of an IEP meeting if a student is transitioning to a public program.
- Carroll School educators do not attend IEP meetings for students who are returning to Carroll.

5. Will teachers write any portions of the IEP?

- No, Carroll educators do not write any portions of the IEP.

6. If there is a dispute about placement or delivery of services, can a Carroll teacher join a meeting in support of the student?

- No, if there are follow-up meetings and/or mediation to manage a dispute, Carroll faculty will not participate in the meeting. However, families are encouraged to schedule a data/progress meeting with a member of the Academic Leadership Team, which may help the family prepare for the follow-up meeting(s).

7. Will teachers complete an Ed Assessment Part A or B (Present Levels of Performance) or any other IEP-related paperwork?

- No, educators will not complete any paperwork requested by the district that is directly related to the IEP process.
- Information provided by the Carroll Team (Carroll Student Data Report, recent Trimester Reports, and Statement of Educational Services provided at Carroll +

answers to questions and rating scales if requested) will help the IEP Team understand the student's current academic performance along with the specialized services offered at Carroll.

8. Can outside evaluations take place at Carroll?

- No, evaluations may not take place on campus at Carroll School.

9. As an independent institution, Carroll School does not adhere to IEPs or 504 plans. Does Carroll School recommend that families maintain IEPs and 504s?

- This is a family's decision. Many of our Carroll families choose to maintain IEPs/504s with their public school districts.
- IEPs and 504 plans are legally-binding documents that provide documentation of a Learning Disability. They can serve as documentation to support a student's need to receive accommodations based on their special education needs.
- IEPs and 504 plans also provide valuable documentation that can help future schools design an appropriate instructional program.
- If a student's IEP is kept active, the student will not need to re-qualify for special education should they return to public school.

10. Questions?

- All questions about Carroll's involvement in the IEP process should be directed to our School Registrar.

Communicating with Outside Providers Hired by Parents

Do Carroll educators speak with outside providers?

- Outside providers, such as pediatricians, neuropsychologists, outside providers, tutors, and educational advocates are agents of parents.
- With parent approval via signed release form, the School Registrar will sometimes arrange for a (no more than 10-minute) phone conversation or brief email exchange with relevant educators/academic leaders to answer specific questions sent by outside providers.
- The School Registrar will let parents know that the conversation has taken place.
- If outside providers would like educators to complete forms (e.g. BASC, BRIEF), they should reach out to the School Registrar who will ensure that a signed release form is in place. The School Registrar will send forms to relevant educators.
- Educators will not complete rating scales without approval from the School Registrar.

ISEE/SSAT Testing

ISEE: For students in grades 1 - 7, what is the process for providing documentation of accommodations for ISEE testing?

- Families requesting accommodations for ISEE should:
 - Go to their ISEE parent account and find the ISEE Accommodations Request Form Current School Statement. According to the website, this is on page 3 of the ISEE Accommodations Request Form. Parents should download the form and email it to the Academic Leadership Team Contact at the student's division. The form will have the student's name pre-populated.
 - In consultation with educators (and recommendations on the most recent neuropsychological evaluation and/or IEP/504 plan), the Academic Leadership Team Contact will complete the form with appropriate [ISEE accommodations](#).
 - Carroll will send the form directly to ISEE.
 - Parents will provide supporting documents (e.g., a neuropsych evaluation within the last three years or an IEP/504 from the current calendar year) to ISEE on their own.

SSAT: For students in grades 1 - 7, what is the process for providing documentation of accommodations for SSAT testing?

- Log into the student's account and click "SSAT Testing" and then "Apply for/View Accommodations" tab.
 - Next, click the "Click to Apply for Testing Accommodations" button to be taken to the online application. There you will indicate your student's disability, select the needed accommodations, and add other related information.
 - Provide contact information for the Academic Leadership Team Contact who serves as each division's SSAT approver.
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Observations

1. Can a parent observe classes?

- No, outside of Parent Visiting Day, our policy is that we do not allow parents to observe classes. If parents have any questions or concerns, they can set up a meeting with an administrator and/or educator.

2. Can school district employees or outside providers observe students?

- Yes, Carroll hosts student observations several times per month. Please note that dates are subject to change based on special student events and school scheduling.

- All observations are in person. We are not able to accommodate remote observations.

3. Please note the following requirements:

- Public School Districts: Limited to one to two observers per child in one teaching space during two instructional blocks
- Outside Providers (Parent-Hired): Observations with more than one observer or lasting more than two instructional blocks can be arranged when feasible.
- When the observation concludes, observers are not permitted to conduct post-observation interviews, speak with the student, or hand over documentation directly to the educator. All questions, feedback forms, and paperwork must be directed to the School Registrar for official processing.

4. What is the process for coordinating outside observations?

- Initial Request: All observers must first contact our School Registrar. The Registrar will verify that all necessary releases are in place and will respond with confirmation.
- Coordination: Our School Registrar will contact the Campus Administrator who coordinates observation logistics.