

BOONE CLINTON JOINT SERVICES

Education Evaluation Checklist

Task	Task Assigned To	Date
Fax Notification of Request for Educational Evaluation (NOREE) to Joint Services the day a parent or school requests a special education evaluation (This includes upcoming ACR's when it is anticipated that a re-evaluation will be requested). Upon receipt, Joint Services will enter the referral information in the IIEP program. Give Notice of Procedural Safeguards to parents.		
Schedule a multidisciplinary meeting (M-team) within 10 days of request. Invite the parent and team members involved in the evaluation process to the meeting.		
Circulate the Multi-disciplinary Team Data Form to gather data to be reviewed at the meeting. The data likely will come from multiple sources and people.		
Data on the Multi-disciplinary Team Data Form is used to complete the pre-conference planning tabs in IIEP prior to/at the M-team meeting.		
The IIEP pre-conference planning tabs are updated during the meeting. Either the Notice for Evaluation (consent) or Refusal for Evaluation is printed for parent. Send signed Consent or Refusal to Joint Services for processing.		
If the M-team is proceeding with a special education evaluation, the IIEP program will calculate the due date. During the M-team meeting, members can schedule the case conference to discuss evaluation results. Create Notice of Case Conference and give or send to parents as soon as the meeting date is set.		
If the M-team is proceeding with a special education evaluation, the family is provided with the Social and Developmental History Form and any relevant evaluation questionnaires or rating scales.		
Observations and testing are conducted. Vision and Hearing Screening Form is completed by nurse and/or SLP. Classroom Observation completed by school staff. Systematic observations are completed by Educational Consultant or School Psychologist.		
Notice of Initial Findings and Proposed Actions is entered into IIEP for the initial case conference by the School Psychologist. This is to be completed and provided to parents 5 days prior to an Initial case conference if parent requests, indicating an overall description of the evaluations and findings by the school psychologist.		
Reports of evaluation results are created, uploaded into IIEP, and team members are notified. For initial evaluations, the report is uploaded into IIEP prior to the conference.		
Teacher of Record generates a draft IEP for discussion at the case conference based on evaluation data and academic and functional present levels from teachers and school data. The IEP draft is revised during the case conference.		
IEP is finalized at the conference. If not, it is received by parent by the 10 th business day following the conference. Send a final IEP to Joint Services for the student's permanent special education file.		