
EVALUATION OF STUDENT FOR SPECIAL EDUCATION

(SED-P004)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the process followed by the Special Education Evaluation Team to determine whether a student who has been referred to the Special Education Department is a candidate for services from that Department.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Special Education, Assistant Director of Special Education, CST, Evaluation Team

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Education or Assistant Director of Special Education

4.0 DEFINITIONS:

- 4.1 Child Study Team (CST) - may include principal, school counselor, general education teachers, school psychologist, appropriate building staff members, and parent(s).
- 4.2 Evaluation Team – may include speech and language pathologist, physical therapist, occupational therapist, school psychologist, parent(s), adult students, appropriate Special Education staff members, and general education staff.
- 4.3 Evaluation Report – Final written report from the evaluation staff designating student qualification for special education services.
- 4.4 Individualized Education Program (IEP) - is a written annual statement of an educational program for a student eligible for special education that is developed, reviewed and revised in accordance with state guidelines.
- 4.5 Independent Educational Evaluation (IEE) - A student evaluation conducted by a qualified professional who is not an employee of the district.

5.0 PROCEDURE:

- 5.1 Student is a candidate for initial evaluation.
- 5.2 Parent returns signed consent form for evaluation.
 - 5.2.1 If parent refuses consent, process ends, Child Study Team notified.
 - 5.2.2 If parent returns Consent Form granting permission for initial assessment, the School Psychologist contacts possible team members.
 - 5.2.3 The Evaluation Team must complete assessments within 35 school days.
- 5.3 The Evaluation Team meets to determine which assessment tools to use and complete their assessments
 - 5.3.1 The Evaluation Team meets again, including parent, prior to the end of the 35 school days to review individual assessment outcomes and make a decision on whether the student qualifies for special education services

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5.3.2 . The Evaluation Team Leader (School Psychologist or Speech and Language Pathologist) completes the Evaluation Report and turns it into the Special Education Department.

5.3.3 A copy of the Evaluation Report is provided to the parents.

5.4 Team decision on student qualification is given to the Director of Special Education.

5.4.1 The Director reviews the paperwork and signs off on the Evaluation Report.

5.4.2 For qualifying students, parents are invited to an IEP meeting, which will take place within 30 calendar days of the date the Evaluation Report was completed.

6.0 ASSOCIATED DOCUMENTS:

6.1 Referral SED-F001

6.2 Student Data Sheet SED-F002

6.3 Educational Rating Scale SED-F003

6.4 Learning Disabilities Checklist SED-F004

6.5 Child Study Team documentation

6.6 Parent Interview Form SED-F005

6.7 Notice of Procedural Safeguards for Special Education Students and Their Families SED-F006

6.8 Consent for Initial Assessment

6.9 Teacher Structured Interview SED-F039

6.10 Acculturation Quick Screen for Referral of Bilingual Students SED-F050

6.11 Evaluation Report

7.0 RECORD RETENTION TABLE:

*NOTE: Special Education files the original evaluation, the latest evaluation, and the latest Individualized Education Plan. The documents listed here are included in this.

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents in 6.0 above	Special Education Cumulative File; Student's building site	According to state and federal guidelines, six years after service ends	Letter sent to last known address; if no response, records destroyed after one month	Stored in one location; fireproof

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8.0 REVISION HISTORY:

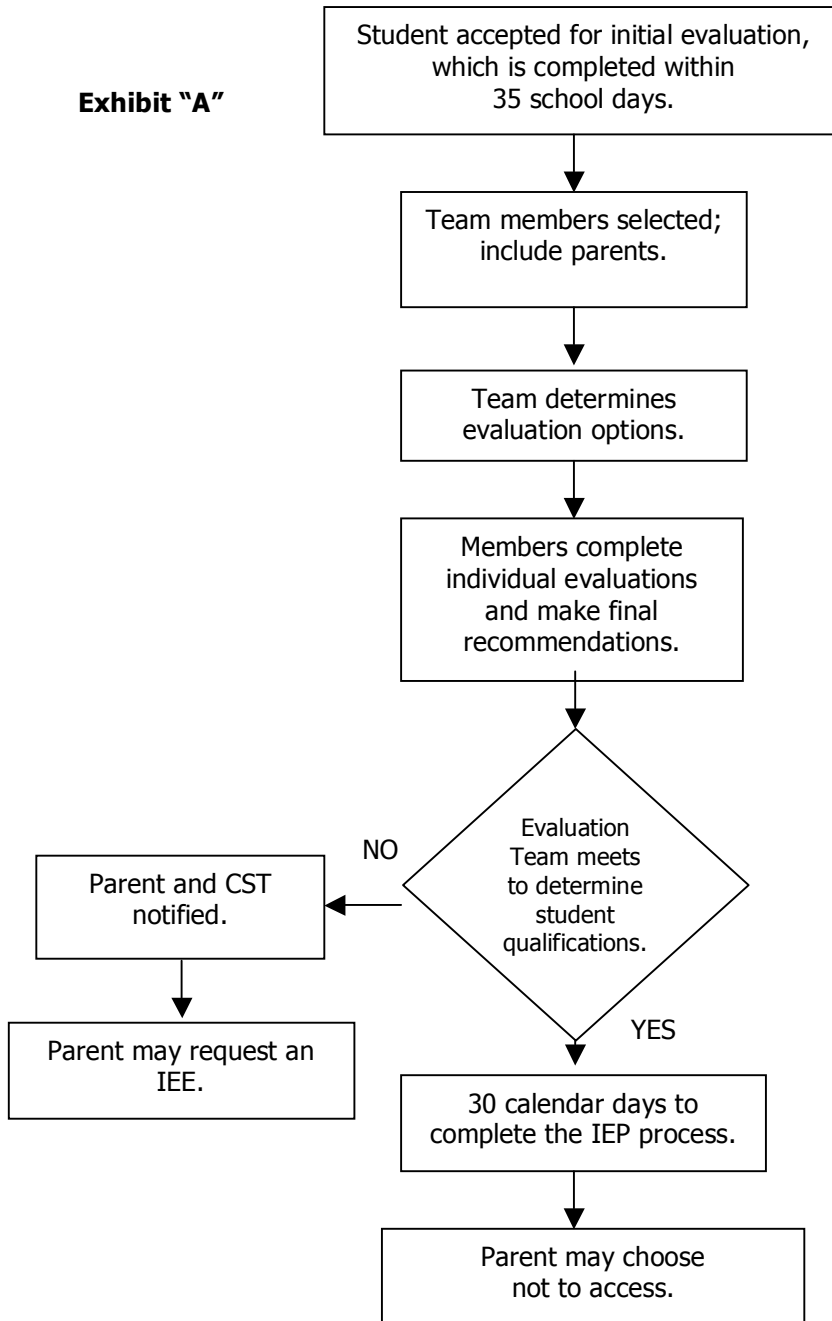
<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
10-May-01	A	Original Release
25-Jan-02	B	Clarified role of EVALUATION TEAM in 5.4-5.4.3 and timeline in 5.4.4
4-Feb-02	C	Updated protection information
16-Jan-03	D	Updated records approval authority to include Assistant Director of Special Education, retention details, and form numbers
12-Sept-03	E	Updated records retention data, replacing seven years with six
04-Nov-04	F	Added parent(s) to CST definition; added general education staff to Evaluation Team definition; replaced "student's twenty-first birthday" with "service ends" in retention data
06-Nov-07	G	Added 'This process excludes speech only and Head Start/preschool' to 1.1. 5.3.1 changed to reflect process will end and Child Study Team notified without parental consent; 5.4.5 changed to reflect parents are provided a copy of the Summary Analysis.
19-Sept-08	H	Updated definitions; procedures rewritten.

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Exhibit "A"



**** End of procedure ****