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# **DECISION ON INDEPENDENT EDUCATIONAL EVALUATION (SED-P006)**

WENATCHEE SCHOOL DISTRICT

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## **1.0 SCOPE:**

- 1.1 This outlines the procedure for determining whether the evaluation of a student completed by the district evaluation team is adequate to support the district decision on student qualification and needs, or whether the parents' request for an independent educational evaluation at the district expense is justifiable.

**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, MDT

## **3.0 APPROVAL AUTHORITY:**

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

## **4.0 DEFINITIONS:**

- 4.1 CST – Building Child Study Team may include school counselor, general education teachers, school psychologist, Special Education teachers, appropriate building staff members, and parent(s).
- 4.2 MDT – Special Education Multidisciplinary Team may include speech and language pathologist, physical therapist, occupational therapist, school psychologist, parent(s), appropriate Special Education staff members, and general education staff.
- 4.3 IEE – Independent Educational Evaluation
- 4.4 IEP – Individualized Education Plan

## **5.0 PROCEDURE**

- 5.1 If the decision made by the district members of the MDT, based on the findings of the evaluation/reevaluation, differs from the parents' decision, parents may request, in writing, an IEE.
  - 5.1.1 The Director of Special Education reviews the decision of the MDT and the parents' request.
  - 5.1.2 Based on the Summary Analysis information from the evaluation team and the information provided by the parents, the Director of Special Education makes a decision on whether to honor the parents' request for an IEE.
    - 5.1.2.1 If the Director of Special Education agrees to provide an IEE, the parents are given a list of service providers who can perform the IEE. Parents select a provider from that list to complete the IEE. The district pays for the IEE.
    - 5.1.2.2 If the Director of Special Education does not agree to the IEE, the parents or district may file for a Due Process Hearing. See related procedure.

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5.2 The evaluation team, including the parents and the Director of Special Education, reviews the IEE.

5.2.1 The team considers the information in the IEE in the determination of services for the student.

5.2.2 If the team decides to use the results, a new Summary Analysis is written and sent to the Director of Special Education.

5.2.3 If the school members on the team choose not to use the IEE to write a new Summary Analysis, the parents may request a Due Process Hearing. See related procedure.

## **6.0 ASSOCIATED DOCUMENTS:**

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

6.2 Student's most recent Summary Analysis Evaluation Report SED-018

6.3 Student's most recent IEP SED-023

6.4 Evaluation provided by outside evaluator

## **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.

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

## **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev:</u></b>	<b><u>Description of Revision:</u></b>
10-May-01	A	Original Release
25-Jan-02	B	Clarified parental response in 5.1, removed 5.2-5.4, and renumbered the remaining steps in section 5.0
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 MDT

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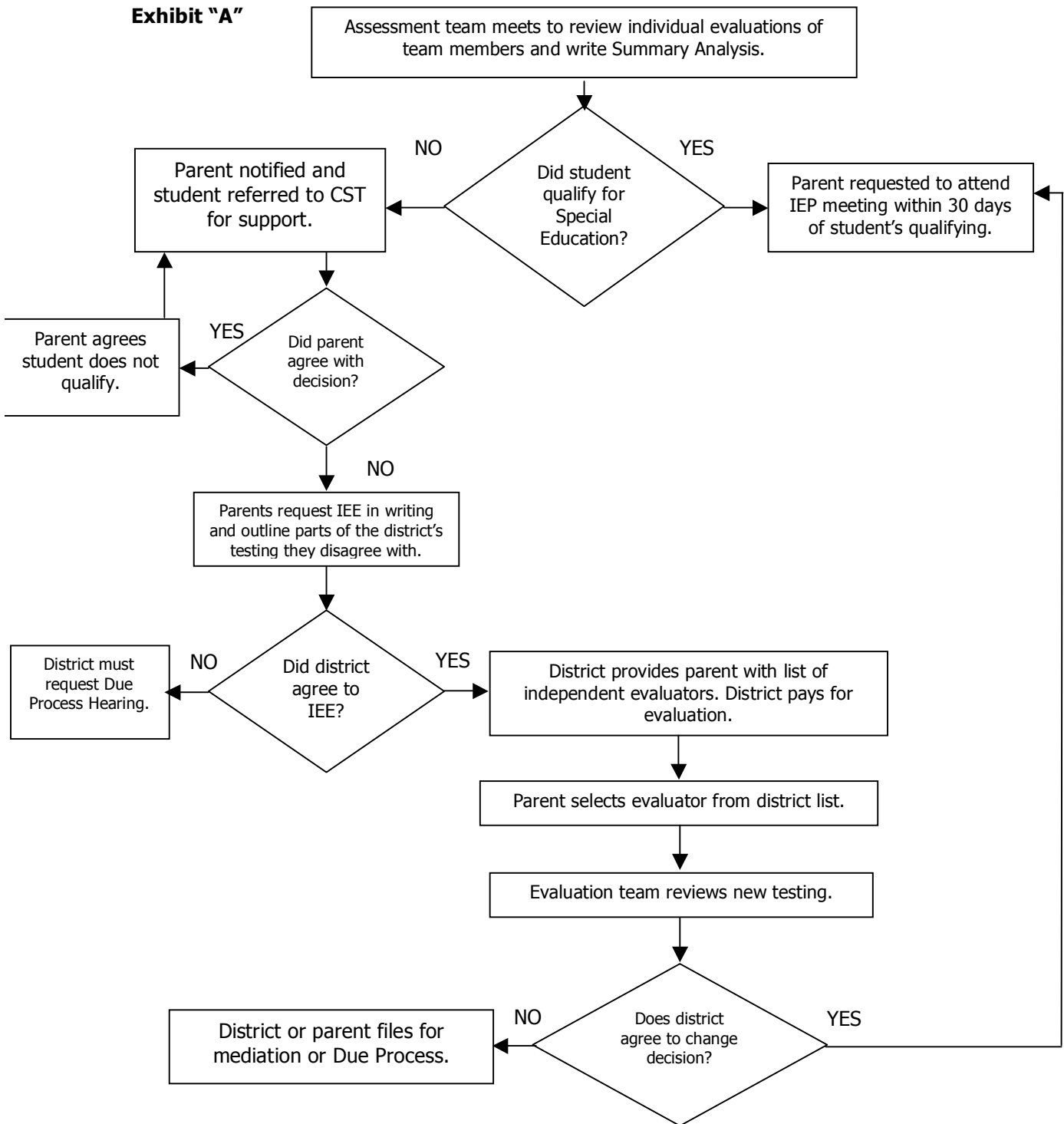
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definition; replaced "student's twenty-first birthday" with "services end" in retention data

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**Exhibit "A"**



\*\* End of procedure \*\*