
DECISION ON INDEPENDENT EDUCATIONAL EVALUATION (SED-P006)

WENATCHEE SCHOOL DISTRICT

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, 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/Student Assistant Team (CST/SAT) - may include principal, school counselor, general education teachers, school psychologist, Special Education teachers, appropriate building staff members, and parent(s), whose purpose is to help with student interventions.
- 4.2 Evaluation Team – body of professional and parent(s) of student who review data used to determine placement in special education. The team may include Speech Language Pathologist, Physical Therapist, Occupational Therapist, school psychologist, parent(s), appropriate Special Education staff members, and general education staff.
- 4.3 Independent Educational Evaluation (IEE) - an evaluation completed by a qualified professional who is not employed by the school district.
- 4.4 The Individualized Education Program (IEP) - is a plan that is a written statement of an educational program for a student eligible for special education that is developed, reviewed and revised in accordance with the state and federal guidelines (at least annually).

5.0 PROCEDURE

- 5.1 If the decision made by the district members of the Evaluation Team, based on the findings of the evaluation/reevaluation, differs from the parents' decision, parents may request, in writing, an Independent Educational Evaluation (IEE).
- 5.2 The Special Education Director reviews the decision of the Evaluation Team and the parents' request and decides whether to provide an IEE. If the Special Education Director 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.
- 5.3 The evaluation team, including the parents and the Special Education Director, reviews the IEE to determine how the IEE will be used in the district assessment process.

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- 5.3.1 If the team decides to use the results, a new evaluation report is written and sent to the Director.
- 5.3.2 If the school members on the team choose not to use the IEE to write a new evaluation report, the parents may request a Due Process Hearing. See related procedure.
- 5.4 If the Director does not agree to the IEE, the parents or district may file for mediation or a Due Process Hearing.

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 Evaluation Report
- 6.3 Student's most recent IEP
- 6.4 Evaluation provided by non-district 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.

<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 services end	Letter sent to last known address; if no response, records destroyed after one month	Stored in one location; fireproof

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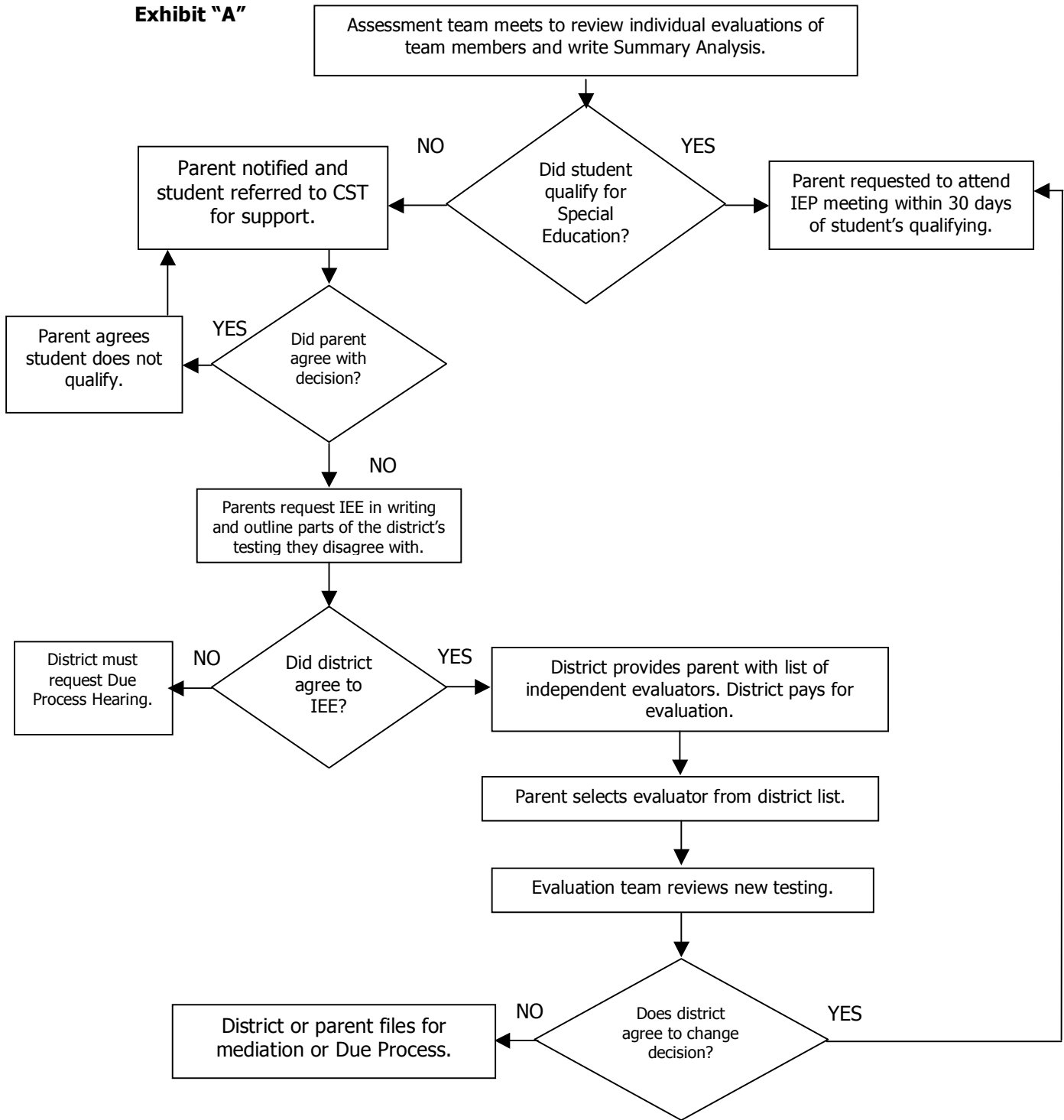
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
10-May-01	A	Original Release
25-Jan-02	B	Clarified 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 definition; replaced "student's twenty-first birthday" with "services end" in retention data
19-Sept-08	G	Updated 4.0 definitions, 5.0 procedures, and 6.0 associated documents.

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Exhibit "A"



** End of procedure **