

## A REQUEST FOR TESTING FOR AN INITIAL EVALUTION BY THE PARENT

1. Complete and fax Notification of Request for Educational Evaluation (form R101-revised Aug. 2010) to the JESSE Office. Provide the ccc with a copy.
2. Distribute pages of the record review (form R102 rev.1/09) to the necessary people. Schedule a meeting to go over the record review and determine if testing is recommended or a refusal of testing. This meeting needs to take place 5 to 7 instructional days after the parent request.
3. At the record review meeting (which should include but is not limited to the Psychologist, General Ed. Teacher, Teacher in area of suspected disability and if necessary the Speech Pathologist) a determination of testing or refusal needs made. Written Notice (consent or refusal) needs mailed to the parent no later then 8 days from the parent request. It is recommended that the Written Notice be mailed directly out of your record review meeting.
4. Email me when the written notice is complete and I will print a copy from Learning Connection. This will end your 10 day timeline. Please see that a copy of the Record Review is sent to my attention.
5. If the school is refusing testing, please contact the parent to explain why you are not recommending testing and the recommendations you are making. However, if you are not able to get a hold of the parent Written Notice still needs mailed no later then the 8<sup>th</sup> instructional day from the parent request.
6. If the school is agreeing to test then Written Notice and the social and developmental history (form R103 rev. 8/08) needs completed. This Written Notice also needs mailed no later then the 8<sup>th</sup> instructional day from the parent request.
7. When the school receives the signed Written Notice (consent) this will start the 50 or 20 day timeline. Please fax the signed consent and social development history to Kathy Lynch' attention at the JESSE Office.
8. The school must provide to the parent Written Notice of Initial Findings and Proposed Action at least 5 instructional days prior to the case conference. This notice and the evaluation (if the evaluation is requested) should be mailed no later then 8 days prior to the cc. The case conference coordinator will schedule the Initial Findings Meeting when she schedules the case conference.

If possible all written notices should be obtained from Indiana IEP.

However, if you are using our paper forms then the above Written Notices are as indicated:

Consent (Form R104 Revised August, 2010) or Refusal (Form R105 dated 8/08).

Written Notice of Initial Findings and Proposed Action (Form R107 dated New 8/08).

Please note that steps #7 and #8 along with the record review and social/development need completed if the school is referring the student for initial testing.

I hope you find this helpful. If I can be of any assistance, please do not hesitate to contact me.

Kathy Lynch

December, 2012