
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 Parents sign off on initial consent for services form
- 5.3.3 . The Evaluation Team Leader (School Psychologist or Speech and Language Pathologist) completes the Evaluation Report and turns it into the Special Education Department.
- 5.3.4 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:

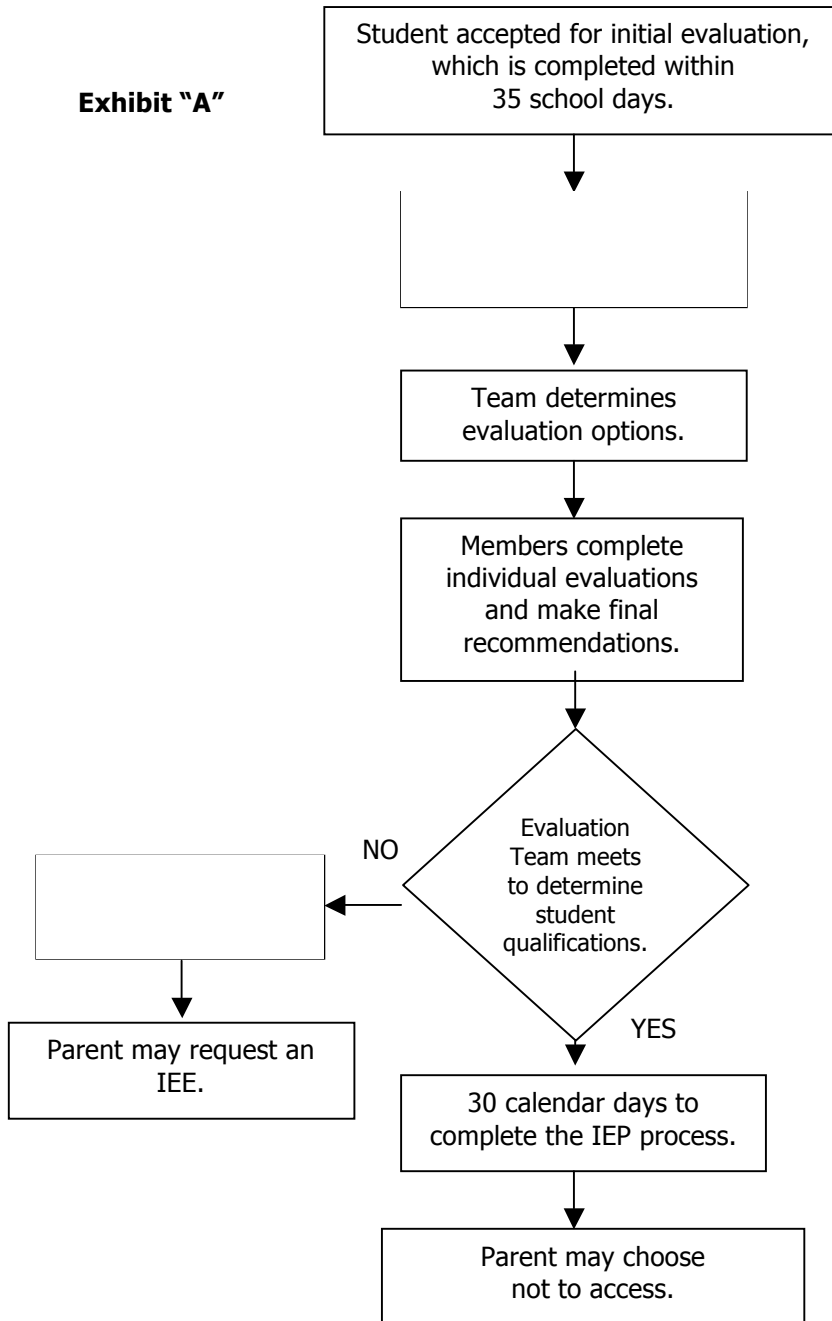
<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
10-May-01	A	Original Release
25-Jan-02	B	Clarified role of EVALUATION TEAM in 5.4-5.4.3 and timeline in 5.4.4
4-Feb-02	C	Updated protection information
16-Jan-03	D	Updated records approval authority to include Assistant Director of Special Education, 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. Edit to procedure 5.0

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Exhibit "A"



**** End of procedure ****