



Initial Evaluation Procedure Checklist

1. The Special Education Department Chair has received a completed and approved LEA SPED referral form?
 - Yes Consult with the School Psychologist to share additional information
 - No Consult with the LEA to discuss student concerns and obtain a completed LEA SPED referral
2. The Multidisciplinary Team has thoroughly reviewed any existing data and determined the areas to assess in the suspected areas of disability, utilizing multiple measures, including other related services such as SLP, OT, PT, etc?
 - Yes Gather and document all educationally relevant data used during the review of data
 - No Begin to gather and document educationally relevant data to determine a course of action
3. The "Consent for Evaluation" has been created, reviewed, and completed?
 - Yes Notify and send the parent/guardian a copy of the completed Consent for Evaluation form
 - No Review the recommended testing plan, and create a Consent for Evaluation
4. The "Procedural Safeguards" booklet has been provided to the parent/guardian?
 - Yes Await the signed "Consent for Evaluation" to be returned to school staff
 - No Send a copy of the Procedural Safeguards home to the parent/guardian
5. The "Consent for Evaluation" has been signed and returned by the parent/guardian, indicating consent is given for assessment process to continue?
 - Yes If consent is granted and properly signed, proceed with the testing plan and data gathering phase
 - No If consent is NOT granted, document this in the student's record, and the evaluation process ends
6. The date has been documented on the form when the signed "Consent for Evaluation" was **received** by school staff?
 - Yes Note this date as the beginning of the 45 day* eligibility meeting requirement for initial evaluations
 - No Obtain the date the Consent for Evaluation was returned and note this date on the form
(*Note that DCFS referrals must be completed within 30 calendar days)
7. The Initial Evaluation has been completed within 45 school days*, starting when the consent was obtained by staff?
 - Yes Proceed with Eligibility Determination
 - No Thoroughly document why the Initial Evaluation was not completed within the 45 school day* requirement (*Note that DCFS referrals must be completed within 30 calendar days)
8. An Evaluation Summary Report has been completed in GoalView?
{Or another alternative reporting method approved for ChildFind/Home School/Private school/ etc. settings}
 - Yes Review the included data for accuracy
 - No Include supporting and educationally relevant documentation in GoalView
9. Schedule an Eligibility determination Meeting with parents, send Prior Notice documents to the parent/guardian and notify Multidisciplinary Team members.
10. Does the Multidisciplinary Team find the student meets the eligibility requirements for a disability classification?
 - Yes Complete applicable Eligibility Form(s) completely, with attached data supporting the Multidisciplinary Team's decision for **eligibility**.
 - No Complete applicable Eligibility Form(s) completely, with attached data supporting the Multidisciplinary Team's decision for **ineligibility**.
11. Provide a copy of the Evaluation Summary Report, and related documents, to the parent/guardian.
12. If the student is found eligible for Special Education Services, proceed with the Individualized Education Plan (IEP).