EDUCATION EVALUATION FLOWCHART

**STEPS TO FOLLOW IF A PARENT MAKES A VERBAL OR WRITTEN REQUEST:**

1. Principal will immediately fax Form R101 to the JESSE office.
2. STAT team, principal, teacher, and school psychologist must respond to the parent in writing within 10 school days following its decision of how to proceed.
3. STAT team, principal, teacher, and school psychologist will meet to decide on one of the following:
4. School will complete an evaluation and convene a case conference within 50 school days since NO interventions have been provided.
5. School will complete an evaluation and convene a case conference within 20 schools days since interventions were provided. 20 day time line will only occur if the school provided adequate interventions and the student has not shown progress.
6. Refuse the evaluation and inform the parent they have the right to request a meeting, medication, or hearing.
7. After an evaluation is complete, the parent may obtain a copy of the report 5 school days, be notified of the case conference date and time, and meet with the school psychologist to review the findings and recommendations. Written notice must be sent to the parent 5 days prior to the case conference.
8. The case conference committee will meet to discuss the findings and determine if the student meets eligibility for special education and related services. The case conference committee will decide on one of the four recommendations and obtain parent permission if necessary.
9. There is no disability; however, the teacher will use the report to make accommodations within the classroom.
10. There is no disability and the school will continue the interventions and make adjustments as needed.
11. The school will consider if a medical condition requires a Section 504 Plan and accommodations.
12. There is a disability and an IEP and services were determined. Services will begin and parent signature obtained.

**STEPS TO FOLLOW IF SCHOOL PERSONNEL MAKE A REQUEST FOR EVALUATION:**

1. Within 10 school days, the principal will set a meeting with the school psychologist, STAT team, and teacher. They will decide on one of the four recommendations, and the principal is responsible for contacting the parent to discuss the findings:
2. Student is in interventions and making good progress. These interventions will continue and/or be adjusted as needed.
3. Student has NOT been in interventions. The school will work with the parent to begin the interventions.
4. There is no basis for suspecting a disability. The principal will contact the parent to consider if a medical issue is interfering with progress.
5. There is a suspected disability, and the principal will contact the parent to discuss and obtain consent for evaluation.
6. After an evaluation is complete, the parent may obtain a copy of the report 5 school days, be notified of the case conference date and time, and meet with the school psychologist to review the findings and recommendations. Written notice must be sent to the parent 5 days prior to the case conference.
7. The case conference committee will meet to discuss the findings and determine if the student meets eligibility for special education and related services. The case conference committee will decide on one of the four recommendations and obtain parent permission if necessary.
8. There is no disability; however, the teacher will use the report to make accommodations within the classroom.
9. There is no disability and the school will continue the interventions and make adjustments as needed.
10. The school will consider if a medical condition requires a Section 504 Plan and accommodations.
11. There is a disability and an IEP and services were determined. Services will begin and parent signature obtained.