



# Initial Evaluation

## Referral

The evaluation process begins with a referral of a student. The purpose of the referral is to identify individuals with suspected disabilities. Either a parent or the school district can initiate a referral. It is suggested that parents put their request in writing, though it is not required that they do so.

Once a referral is made the district will begin a review of existing data, to determine what, if any additional information is needed to determine if a formal evaluation is needed. This review is done by a group of qualified professionals and should include the parents of the student.

Parents should provide the district with information regarding their concerns. This can include any outside evaluations or assessments or medical information. The district will also look at any state and district-wide assessments, current classroom-based assessments and observations, observations by teachers and related service personnel as well as any previous evaluations that may have been conducted.

## Notice of Action and Parental Consent

If the district feels that more information is needed to determine if a student needs special education and related services they must provide the parent with a Notice of Action (Intent to Evaluate). Parents must be fully informed of and agree to the proposed action. The Notice must be sent within 30 calendar days of the referral date (*MO Standards & Indicators Manual 200.10*). At this point the parent must give their written consent for any additional testing to be performed. Once this consent is obtained the district will then proceed with the testing outlined in the Notice of Action.

IDEA§300.300

If it is determined that no additional testing is required the district will set up a meeting to determine eligibility.

## Determination of Eligibility

A group of qualified individuals, as well as the parents, make the determination if a student has a disability, this meeting must be held within 60 calendar days of the receipt of parental consent to evaluate. Within a reasonable period of time, generally 20 days after the meeting (*MO Standards & Indicators Manual 200.200(a)*) the parents should receive an evaluation report, this report must include a summary of the information from the evaluation; if standard testing conditions were followed; on what basis eligibility was determined; a statement that the disability is not due to a lack of instruction in math, reading, or due to limited English proficiency; any relevant behavior noted during observation. This report should also include any medical information that may affect the child's education; if there is a

severe gap between achievement and ability; if there are any cultural or environmental factors that should be considered. Each team member, except for the parents should put in writing if they agree or disagree with the report.



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### Determination of Ineligibility

The district may also conclude, with or without additional testing that the student does not exhibit the need for special education and related services. If so it must then provide the parent a Notice of Action (Refused).

### Educational Categories and Criteria

The Educational Categories and their criteria can be found at:

<http://dese.mo.gov/governmentalaffairs/dese-administrative-rules/incorporated-reference-materials/IDEAPartB-2014> in the Missouri State Plan for Special Education.

### IEE

If a parent disagrees with all or part of the evaluation done by the district they have the right to request an Independent Educational Evaluation at public expense.

IDEA§300.302

### Developing an IEP

Once eligibility is determined, and the evaluation report is completed, the next step is to use this information to develop an Individualized Education Program. The meeting to develop the IEP should occur within 30 calendar days (*Mo Standards & Indicators annual 200.620*) from the determination of eligibility.

