

Evaluation Team Report: Roles & Responsibilities

Task/Process	Action	Team Member Responsible	Timeline
<p>Referral for Evaluation (PR-04): <i>For a student coming out of the RTI Process.</i></p>	<ol style="list-style-type: none"> 1. Create form and fill out and complete the form in its entirety. 2. Sign as the "Person Initiating the Referral". 3. Sign as the "Person Receiving the Referral". 4. Submit PR-04 to School Psychologist. 5. Place in student's file. 	<ol style="list-style-type: none"> 1. Role: General Education _____ Teacher, _____ Intervention Specialist. 2. Role: General Education Teacher 3. Role: Principal. 4. Role: Principal. 5. Role: <u>Intervention Specialist.</u> 	<p>Within 30 days from the date of the PR-04, if the referral comes from the school/RTI, school must hold a <i>Planning Team Meeting</i> and then obtain <i>Informed Consent to Evaluate via PR-05.</i> Update the Rtl and Referral Request tabs in the Master Roster when completed.</p>

<p>Referral for Evaluation (PR-04): <i>For a student whose parent submitted a Request for Evaluation.</i></p>	<p>Same as above.</p>	<ol style="list-style-type: none"> 1. Role: <u>Principal</u>, 2. Role: <u>General Education Teacher/Principal/</u> 3. <u>Intervention Specialist.</u> 4. Role: <u>School Psychologist.</u> 5. Role: <u>Intervention Specialist.</u> 	<p>Within 30 days from the date that the school receives a <i>Parental Request to Evaluate</i>, the school must hold a <i>Planning Team Meeting</i> to determine if they will or will not evaluate the child. Within the same 30 days, and after the <i>Planning Team Meeting</i>, they must either issue a <i>PR-01</i> stating the reasons they</p>
---	-----------------------	--	---

			chose not to evaluate the child or obtain <i>Informed Consent to Evaluate</i> using the <i>PR-05</i> .
Planning Team Meeting Invitation (PR- 02)	<ol style="list-style-type: none"> 1. Contact parent to schedule Planning Team Meeting. 2. Complete a <i>PR-02</i> for this meeting. 3. Send <i>PR-02</i> to parent and team. 4. Place in student's file. 	<ol style="list-style-type: none"> 1. Role: School Psychologist. 2. Role: School Psychologist 3. Role: School Psychologist. 4. Role: Intervention Specialist. 	Complete the form in its entirety. All applicable team members must be invited. Update the Master Roster.
Planning Team Meeting	<ol style="list-style-type: none"> 1. Ensure all applicable team members are present. 2. Facilitate the meeting. 3. Discuss "Assessment Areas Related to Suspected Disability(ies). 	<ol style="list-style-type: none"> 1. Role: School Psychologist. 2. Role: School Psychologist. 3. Role: School Psychologist. 	Meeting must occur prior to the issuance of a PR-05 and must be dated prior to the date of consent. If PR-05 is issued at completion of Planning Team Meeting and parent signs and dates at that point, document in PR-01 that parent was issued PR-05 at completion of meeting and signed and dated the same day.
School Age Planning Form	<ol style="list-style-type: none"> 1. Create form. 	<ol style="list-style-type: none"> 1. Role: School Psychologist. 	

	2. Using information obtained during the meeting, fill out/complete Form.		
<p>Prior Written Notice (PR-01): After the Planning Team Meeting.</p>	<ol style="list-style-type: none"> 1. Create form. 2. Complete form with details from the Planning Team Meeting- specifically outlining if testing has been proposed, which areas will be tested, and which tests will be used. 3. Issue <i>PR-01</i> to parent. 4. Place <i>PR-01</i> in student file. 	<ol style="list-style-type: none"> 1. Role: School Psychologist 2. Role: IS₂ 3. Role: Related Services 4. Role: 	<p>Update the Rtl and Referral Request tabs in the Master Roster when completed.</p>

<p>Consent for Evaluation (PR-05): Must be issued and <i>signed after</i> the Planning Team Meeting.</p>	<ol style="list-style-type: none"> 1. Create <i>PR-05</i>. 2. Fill out <i>PR-05</i>. (Part 3 must be completed as well) 3. Issue to parent. 4. Obtain <i>signed</i> document from parent. 5. Notify team of receipt of <i>Informed Consent</i>. 6. Place <i>PR-05</i> in student file. 	<ol style="list-style-type: none"> 1. Role: School Psychologist. 2. Role: School Psychologist. 3. Role: School Psychologist. 4. Role: <u>School Psychologist</u>. 5. Role: <u>School Psychologist/Intervention Specialist</u>. 6. Role: <u>Intervention Specialist</u>. 	<p><i>Informed Consent</i> means that the parent understands all of the areas to be tested, the assessments used, and the potential outcomes. Additionally, it is <i>signed or written</i> consent. A signature must be present. The date the district documents receiving the <i>PR-05</i> begins the <i>60-day</i> timeline. If a</p>
---	--	---	---

			district does not document when it received the PR-05, the 60-day timeline begins on the date the parent dated their consent.
Evaluation/ETR (PR-06):	<ol style="list-style-type: none"> 1. Create PR-06. 2. Conduct assessments and testing. 3. Complete Sec. 1 <i>Individual Evaluator's Assessment</i>. 4. Collect/Collate all Sec. 1 documents. 5. Complete Sec. 2 <i>Team Summary</i>. 6. DRAFT Sec. 3 <i>Specific Learning Disability Documentation for Determination</i>. 7. Notify team when draft is complete, and document has been organized. 	<ol style="list-style-type: none"> 1. Role: School Psych_____. 2. Role: Related services_____. 3. Role: IS_____. 4. Role: Gen Ed teacher(s)_____. 5. Role:_____. 6. Role:_____. 7. Role:_____. 	<p>For <i>Initial Evaluations</i>, this must be conducted within the 60-day timeline that begins when the parent signs the PR-05 or the date the district documents that it received the PR-05.</p> <p>Update the Rtl and Referral Request tabs in the Master Roster when completed.</p>
Evaluation Team Meeting Invitation (PR-02):	<ol style="list-style-type: none"> 1. Contact parent to schedule ETR meeting. 2. Complete a PR-02 for this meeting. 3. Send PR-02 to parent and team. 4. Place in student's file. 	<ol style="list-style-type: none"> 1. Role: School Psych_____. 2. Role: IS_____. 3. Role:_____. 4. Role:_____. 	Complete the form in its entirety. All applicable team members must be invited.
Evaluation Team Meeting:	<ol style="list-style-type: none"> 1. Welcome and introduce team 	<ol style="list-style-type: none"> 1. Role: School Pysch_____. 2. Role: IS_____. 	This meeting must be held,

2. Role: IS

_____.

<p>members and ensure that all required team members are present.</p> <ol style="list-style-type: none"> 2. State the purpose of the meeting. 3. Ask that all team member's review and discuss their applicable Sec. 1 <i>Individual Evaluator's Assessment</i>. 4. Review Sec. 1 findings. 5. Review Sec. 2 <i>Team Summary</i>. 6. Discuss and finalize Sec. 3 <i>Specific Learning Disability Documentation for Determination</i>. 7. Lead the team conversation regarding the suspected disability(ies), the descriptions of those eligibility categories, and how the results of testing support/don't support any potential determination. 8. Discuss prior step and make a <i>determination</i>. 	<ol style="list-style-type: none"> 3. Role: District <u>Representative</u> 4. Role: Gen ed teacher(s)_ . 5. Role: ____ . 6. Role: ____ . 7. Role: ____ . 8. Role: ____ . 9. Role: ____ . 	<p>and an <i>Eligibility Determination</i> must be made by the team, within 60 days of the date that the parent signed the <i>PR-05</i> or the district documented that it received the <i>PR-05</i>.</p> <p>If an individual member of the team disagrees with the <i>Eligibility Determination</i>, or a portion of the report; this team member must submit, <i>in writing</i> "a statement of disagreement".</p> <p>Update the Rtl and Referral Request tabs in the Master Roster when completed.</p>
--	---	---

	9. Complete Sec. 4, during the meeting, <i>Eligibility</i> .		
<p>Prior Written Notice (PR-01): After the Evaluation Team Meeting.</p>	<ol style="list-style-type: none"> 1. Create form. 2. Complete form with details from the Evaluation Team Meeting- specifically outlining the eligibility determination and how/why the team came to that conclusion. 3. Issue <i>PR-01</i> to parent. 4. Place in student's file. 	<ol style="list-style-type: none"> 1. Role: _School Psych____. 2. Role: _IS____. 3. Role: ____. 4. Role: ____. 	<p><i>Prior Written Notice</i> must be issued within 14 days of the eligibility determination and provided, along with a copy of the report, prior to the next IEP meeting.</p> <p><i>An IEP meeting</i> must be held within 30 days of the <i>eligibility determination</i>.</p>