

Consent for Special Education Evaluation

Initial FIE

- SST & CART has reviewed and confirmed evaluation is needed
- Counselor creates RFA for necessary assessment team members
- Evaluation Team Lead schedules consent meeting with parent
- Best Practice is to have all members of assessment present during consent meeting when possible but not required (just ensure parents understand the breadth of the assessment) (if not determine how informed consent is obtained)

FIE In Process

- Evaluation Team Lead informs assessment staff of need for joint assessment
- Evaluation Team Lead contacts parents to inform them of additional assessment staff involvement (log phone contact into eSPED)
- Evaluation Team Lead amends the RFA & documents on original FIE consent
- The additional assessment staff contacts the parent to provide information regarding the type and purpose of the additional evaluation (log phone contact into eSPED)

Related Services Evaluation

- If not included in an Initial FIE or Re-evaluation, the...Related Service creates RFA for evaluation
- Related Service contacts parent regarding evaluation and obtains written consent
 - log contact into eSPED
 - If unable to meet with parent sending home consent with child or via mail is allowable
- Related Services Assessment staff contacts Evaluation Team Lead when evaluation is completed
- Evaluation Team Lead contacts Case Manager to schedule a Revision ARD
- Evaluation Team Lead and Related Services Assessment staff attend Revision ARD.