

## Multidisciplinary Evaluation Referral Process

The Multidisciplinary Evaluation (MDE) is initiated by the school based team (SAP or RtII) at each building or through a Parent Initiated Pre-Referral Team Meeting. The following will outline the process from initial referral to the completion of the MDE.

1. After the RtII, SAP or Pre-Referral team has completed the established interventions and identified a student who is in need of a MDE due to continued lack of progress despite the faithful implementation of research based interventions, the team should complete a *Pre-Referral Data Collection Form*.
2. The Pre-Referral Data Collection Form along with data gathered through the RtII or SAP process should be sent to the Pupil Services Department to the attention of the specific building School Psychologist.
3. The School Psychologist will review the data and develop the Permission to Evaluate (PTE) form.
4. The Secretary to the Psychologists will mail the PTE to the parents along with the appropriate data collection forms and rating scales. The Pupil Services Department will make three attempts to get signed permission. 1) via regular mail, 2) via phone call 3) via Certified Mail. All three attempts will be documented in IEP Writer.
5. The Secretary to the Psychologists will put the student on the MDE timeline upon receipt of the Signed PTE. Student will be assessed in the order that the signed PTE is received, but no longer than 60 calendar days after the signed PTE is received.
6. Upon receipt of the signed PTE and the accompanying forms from the parent, the Secretary to the Psychologists will prepare and send the MDE Data Collection Folder to the building principal or their designee via interoffice mail. This folder will contain all the data collection forms and rating scales needed for the MDE and should be returned to the pupil services department within 3 weeks.
7. The psychologist will complete the assessments and review the parent and MDE data collected. If additional data is required, the psychologist, with the assistance of the Secretary to the Psychologists, will be responsible for gathering that data from the appropriate source.
8. The Psychologist will complete the MDE by inputting the data provided by the team and the results from the assessments and, based on the data, make a recommendation to the team regarding eligibility for services.
9. The MDE will be sent to the members of the team at the appropriate school building for review 48 hours prior to the report being issued to the parent. If one or more members of the team have questions or concerns, they will contact the psychologist directly to discuss.
10. 48 hours after the MDE is sent to the team, the report will be mailed to the parent.
11. To review the data with the parents, the following will occur...
  - a. If the student is eligible for services, the Principal or their designee will assign a special education teacher who will begin the process of developing an IEP.
  - b. If the student is not eligible for services, the Principal or their designee will contact the parent and schedule a meeting to discuss the results of the MDE and the supports that are available through the Regular Education program. The student's teacher, evaluating psychologist, and the Principal or their Designee should attend.