

Multidisciplinary Evaluation Referral Process – Parent Request

Parent requested Multidisciplinary Evaluations (MDE) can be initiated by a parent at any time either by verbal or written request. Any professional staff member who a parent either verbally requests an evaluation or hands a written request for evaluation should provide that information to the principal immediately.

When the Multidisciplinary Evaluation (MDE) is initiated by parent request, principals will initiate the following procedure.

Procedure:

When a parent requests a MDE verbally or in writing the principal must schedule a meeting to discuss the parent/guardian's concerns. This meeting should include the principal, lead school psychologist, teacher(s) who are knowledgeable in the area(s) of concern and must occur within 10 days of the receipt of the request.

The purpose of this procedure is to connect with parents and guardians of struggling students to collaborate solutions that can be implemented immediately. The goal is to support struggling students quickly and efficiently through engaging parents.

Meeting Agenda:

1. Parent will present concerns to the team
2. Teacher(s) will present data that relates to the area of concern presented by the parent
3. Principal and Teacher(s) will present what steps have been taken to remediate the deficit
4. Principal and Teacher(s) will present what additional steps can be taken to add additional support
5. Team will make recommendation to the parent based on the data presented.

Data/Materials:

1. Data demonstrating the progress of the student in the area of concern
2. Data from the RtII Team (when applicable)
3. Observational Data from the team members
4. Release of information Forms
5. Permission to Evaluate -Request Form (PTE-RF)
6. Pre-Referral Data Collection Form

Conclusion:

At the conclusion of the meeting the team will make recommendations for support which may or may not include evaluation for Special Education Services. If the team determines to increase support without completing an evaluation for eligibility for Special Education Services, the Lead Psychologist will issue a letter to the parent outlining the decision and supports. Included with that letter will be the NOREP which indicates the district will not complete the requested evaluation. A copy of this letter and the NOREP should be placed in the student file. If the team determines that an evaluation for Special Education Services is needed, the Pre-Referral Data Form will be completed at the meeting and delivered to the Pupil Services Office by the Lead Psychologist.