



Boone-Clinton- North West Hendricks Joint Services

Special Education Referral and Evaluation Process

2021-2022

<https://bcnwhjs.org>



Website

<http://bcnwhjs.org/>

Teachers and Staff tab

- For School Staff Use Only
 - Commonly Used Forms



Request for Evaluation: Part 1

General Overview

Parent or school request an educational evaluation for special education.

Hold M-Team to review data and make a determination to assess

Written response provided to parent by 10th instructional day (Accept or Refuse)

Consent generated and sent for parent signature



Request for Evaluation: Part 2

General Overview

Receipt of parent signature starts evaluation timeline

Evaluation team is notified and starts evaluations

Report is generated

Case conference is held to determine eligibility, needs, goals, and services.

Parent or Teacher Request for Evaluation

The NOREE

- Upon receiving a request for an educational evaluation from a parent or school personnel, notify Joint Services using the NOREE that day.
- This includes upcoming ACR's when it is anticipated that a re-evaluation will be requested.
- The Joint Services School Psychologist and Educational Consultant will be notified.
- Upon receipt, Joint Services will enter the referral information in the IIEP program.
- Give Notice of Procedural Safeguards to parents.



BOONE-CLINTON-NORTH WEST HENDRICKS JOINT SERVICES

Notification of Request for Educational Evaluation



Education Evaluation Checklist

Education Evaluation Checklist

| Task | Task Assigned To | Date |
|--|------------------|------|
| Fax Notification of Request for Educational Evaluation (NOREE) to Joint Services the day a parent or school requests a special education evaluation (This includes upcoming ACR's when it is anticipated that a re-evaluation will be requested). Upon receipt, Joint Services will enter the referral information in the IIEP program. Give Notice of Procedural Safeguards to parents. | | |
| Schedule a multidisciplinary meeting (M-team) within 10 days of request. Invite the parent and team members involved in the evaluation process to the meeting. | | |
| Circulate the Multi-disciplinary Team Data Form to gather data to be reviewed at the meeting. The data likely will come from multiple sources and people. | | |
| Data on the Multi-disciplinary Team Data Form is used to complete the pre-conference planning tabs in IIEP prior to/at the M-team meeting. | | |
| The IIEP pre-conference planning tabs are updated during the meeting. Either the Notice for Evaluation (consent) or Refusal for Evaluation is printed for parent. Send signed Consent or Refusal to Joint Services for processing. | | |
| If the M-team is proceeding with a special education evaluation, the IIEP program will calculate the due date. During the M-team meeting, members can schedule the case conference to discuss evaluation results. Create Notice of Case Conference and give or send to parents as soon as the meeting date is set. | | |
| If the M-team is proceeding with a special education evaluation, the family is provided with the Social and Developmental History Form and any relevant evaluation questionnaires or rating scales. | | |
| Observations and testing are conducted. Vision and Hearing Screening Form is completed by nurse and/or SLP. Classroom Observation completed by school staff. Systematic observations are completed by Educational Consultant or School Psychologist. | | |
| Notice of Initial Findings and Proposed Actions is entered into IIEP for the initial case conference by the School Psychologist. This is to be completed and provided to parents 5 days prior to an Initial case conference if parent requests, indicating an overall description of the evaluations and findings by the school psychologist. | | |
| Reports of evaluation results are created, uploaded into IIEP, and team members are notified. For initial evaluations, the report is uploaded into IIEP prior to the | | |



The Multidisciplinary Team



- ✓ Schedule a multidisciplinary meeting (M-team) within 10 days of request.
- ✓ Invite the parent and team members involved in the evaluation process to the meeting.
- ✓ Circulate the Multi-disciplinary Team Data Form to gather data to be reviewed at the meeting. The data likely will come from multiple sources and people.
- ✓ Data on the Multi-disciplinary Team Data Form is used to complete the pre-conference planning tabs in IIEP prior to/at the M-team meeting.
- ✓ The IIEP pre-conference planning tabs are updated during the meeting.
- ✓ Either the Notice for Evaluation (consent) or Refusal for Evaluation is printed for parent.
- ✓ Send signed Consent or the Refusal to Joint Services for processing.



BOONE-CLINTON-NORTH WEST HENDRICKS JOINT SERVICES

Multi-disciplinary Team Data Form

PART 1: GENERAL INFORMATION

Name of Student:

Grade:

School:

Age:

Teacher:



ASSURANCES

Has the student been provided appropriate instruction in reading and math?

Reading Yes No Explain:

Math Yes No Explain:

Has the student received instruction in reading and math from a highly qualified teacher?

Reading Yes No Explain:

Math Yes No Explain:

Was instruction provided using the same curriculum that was used with all students?

Reading Yes No Explain:


Math Yes No Explain:

Were all assessments administered in the student's native/dominant language?


Yes No Explain:

Has the student attended an accredited school long enough to benefit from instruction?

Yes No Explain:



Evaluation Timeline



- If the M-team is proceeding with a special education evaluation, the IIEP program will calculate the due date.
 - 50-day for initial evaluations (parent or school)
 - 20-day for initial if the RTI/MTSS process has been completed with adequate data.
 - 50-day for re-evaluations to consider an additional eligibility
 - 50-day for considering additional supports (FBA, AT, OT, PT).
 - Next ACR to establish continued eligibility
- The Educational Consultant and/or School Psychologist can provide the timeline.
- During the M-team meeting, members can schedule the case conference to discuss evaluation results.
- Create Notice of Case Conference and give or send to parents as soon as the meeting date is set.

Re-evaluation Requests

Any request for an evaluation after a student is eligible for special education **is a re-evaluation.**

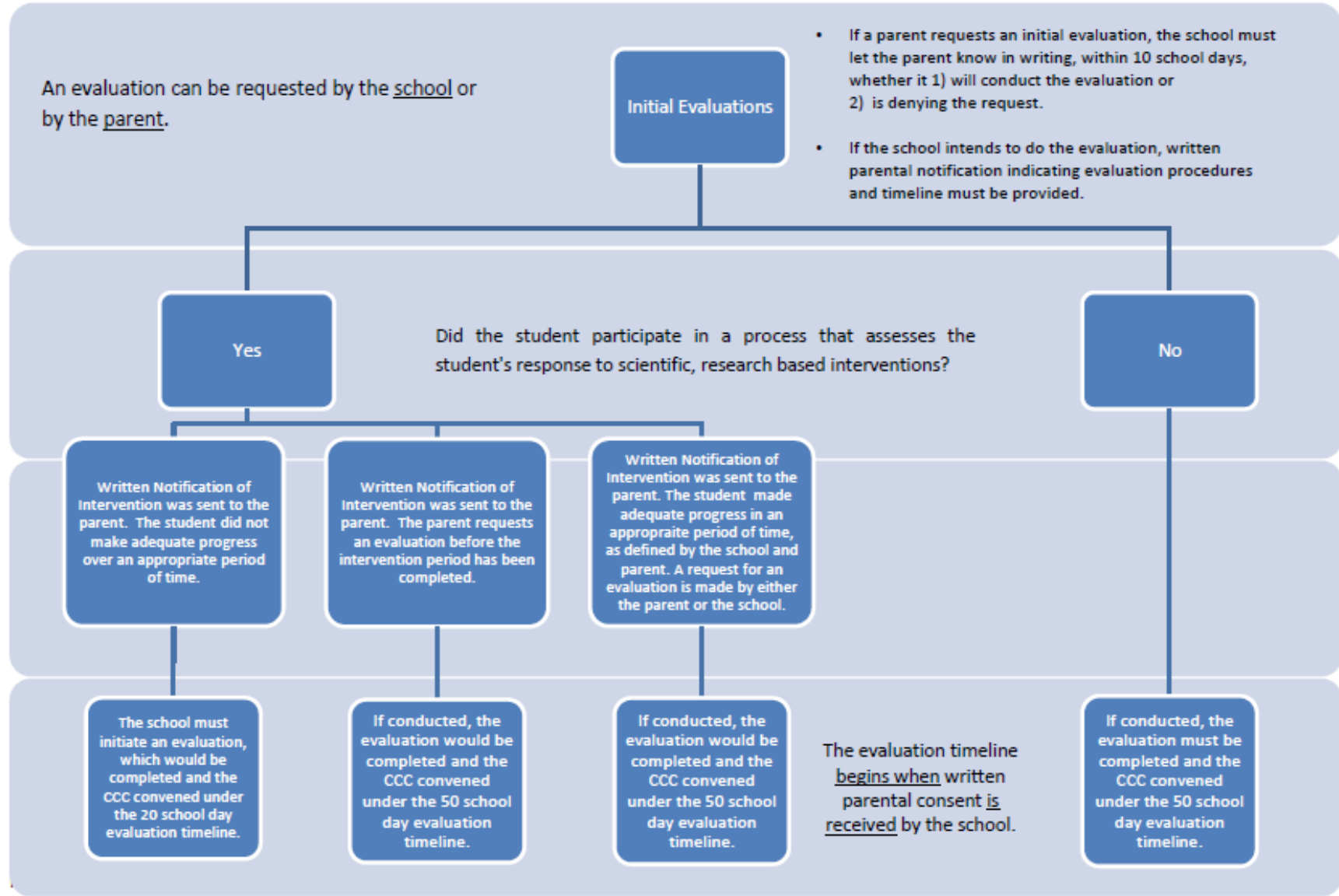
There is no 20-school day timeline for a re-evaluation.

IIEP prompts us to determine if a re-evaluation is needed annually

At the case conference the committee determines if there is sufficient evidence and no re-evaluation is needed or if a re-eval is needed for the following reasons:

- To substantiate continued eligibility for special ed. (Next ACR)
- To identify a new disability area. (50 school days)
- To inform the CCC of the student's needs such as assistive technology, FBA or a related service (50 school days)
- The CCC determines no reevaluation is necessary.

DETERMINING THE APPROPRIATE EVALUATION TIMELINE FOR INITIAL EVALUATIONS





Notice of Intervention



- 511 IAC 7-40-2 Comprehensive Coordinated Early Intervening Services:
- Notice of Intervention MUST be completed with parents at time of individual intervention need.
- (f) The parent of a student who participates in a process that assesses the student's response to scientific, research-based interventions must be provided with written notification when a student requires an intervention that is not provided to all students in the general education classes.
- The written notification must contain:
 - Amount and nature of data collected.
 - General ed services that will be provided.
 - The evidence-based strategies that will be provided to increase the rate of learning to grade level
 - The parents right to request an evaluation.
 - An explanation that a referral to evaluate would be initiated if after an appropriate time frame as determined by the parent and the school.



School Components of the Evaluation



Student academic and functional data

- M-Team data form
- Intervention data
- Other relevant information

Vision and hearing screenings

Classroom observations

Rating scales sent to classroom teachers



Vision and Hearing Screening

- ✓ Vision and Hearing Screening Form is completed by nurse and/or SLP.



BOONE-CLINTON-NORTH WEST HENDRICKS JOINT SERVICES

Vision and Hearing Screening Form

Screening Test Results for Special Education Evaluation

Observations


- ✓ Classroom Observation is completed by school staff.
 - ✓ For SLD, observation is made in area of difficulty.
- ✓ Systematic observations are completed by Educational Consultant or School Psychologist.




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Classroom Observation

Student's Name: Date of Observation:
Name of Observer: Time Observation Began:
Name of Classroom Teacher: Time Observation Ended:



Parent Components of the Evaluation



Social and Developmental History

Relevant Outside Information

- Medical Information
- Diagnosis
- Outside Services

BLV and DHH

- Reports from doctors

Rating scales sent by the psychologist

Social and Developmental History

- ✓ If the M-team is recommending a special education evaluation, the family is provided with the Social and Developmental History Form.



BOONE-CLINTON-NORTH WEST HENDRICKS JOINT SERVICES

SOCIAL AND DEVELOPMENTAL HISTORY FORM

Student Name: _____ Gender: _____

School Attending: _____
First Middle Last
Grade _____ Date of Birth _____

Guardians' Names: _____

Current Address: _____



Rating Scales and Other Data Sources



The school psychologist will provide additional relevant evaluation questionnaires or rating scales.




These may include behavior rating scales like the BASC, ASRS, BRIEF, Conners.



These may be electronic or paper (depending on parent preference and access).



Rating scales will sent to parents and teachers to obtain information in various settings.



Notice of Initial Findings and Proposed Actions

- ✓ This information is entered into IIEP for the initial case conference by the School Psychologist.
- ✓ This is to be completed and provided to parents 5 days prior to an initial case conference if parent requests upon consent.
- ✓ The statements must indicate an overall description of the evaluations and findings.
- ✓ This section is required for Initial Notice of Case Conference.



Additional Forms

BOONE-CLINTON-NORTH WEST HENDRICKS JOINT SERVICES COOPERATIVE
RELEASE OF EDUCATIONAL AND MEDICAL RECORDS

Student's Name Birthdate
Address Phone Number
Present School Attending Program Placement

This Release of Educational and Medical Records is used to obtain records from other schools, educational providers, medical providers or agencies. The parent or guardian should check the appropriate boxes, sign, date and return the form to begin the release.



Rescind Request



BOONE-CLINTON-NORTH WEST HENDRICKS JOINT SERVICES

RESCIND REQUEST FOR EDUCATIONAL EVALUATION

Initial Request Date: [Redacted]

DOB: [Redacted]

Student Name: [Redacted]

School Corporation: [Redacted]

School Building: [Redacted]

Parent /Guardian Name: [Redacted]

As the parent/guardian of the above referenced student, I am rescinding the request for an educational evaluation to determine eligibility for special education and related services. **I am rescinding the request for the following evaluation(s)** [Redacted]. The school will not initiate proceedings for mediation or a due process hearing.

I understand that I may request an educational evaluation at anytime. The school will follow Article 7 procedures to either propose or refuse the request for an educational evaluation within the appropriate timelines established in Special Education Rules, Title 511 Article 7.

Signature

[Redacted Signature]

Date



Boone-Clinton-North West Hendricks Joint Services
Occupational Therapy
Functional Fine Motor Skills Screener

FORM COMPLETED BY:

| | | |
|---|--------------------------------|--------------------------------|
| Student: | Age: | Date: |
| School: | Teacher: | Room #: |
| ACCORDING TO THE MOST RECENT EVALUATION(S), THIS STUDENT FUNCTIONS AT THE FOLLOWING AGE LEVELS: | | |
| Communication Age: _____ | Daily Living Skills Age: _____ | Visual-Motor Skills Age: _____ |
| Social Skills Age: _____ | Motor Skills Age: _____ | |
| SCHOOL ACTIVITY | INDEPENDENT | DEPENDENT |
| | TEACHER COMMENTS | |
| | Bathroom Skills | |



BOONE-CLINTON-NORTH WEST HENDRICKS JOINT SERVICES
PHYSICAL THERAPY SCREENING QUESTIONNAIRE

Child's Name _____ Date _____
 School _____ DOB _____
 Teacher/Grade _____ Age _____

Is child receiving special education services? Yes No



BOONE-CLINTON-NORTH WEST HENDRICKS JOINT SERVICES
Classroom Sensory Checklist

FORM COMPLETED BY: _____
 Student _____ Date _____ School _____
 Grade _____ Teacher _____ DOB _____



Evaluation Reports



- ✓ Reports of evaluation results are created and team members are notified.
Each evaluator will generate and upload reports
School Psych, SLP, OT, PT, FBA
- ✓ The report is uploaded into IIEP prior to the conference.
- ✓ Reports are provided to parent at the case conference, if not prior.



Draft IEP



- ✓ Teacher of Record generates a draft IEP for discussion at the case conference.
- ✓ The draft is based on evaluation data and current academic and functional present levels from teachers and school data.
- ✓ The IEP draft is revised during the case conference.



Final IEP



- ✓ IEP is finalized at the conference.
- ✓ If not, it is received by parent no later than the 10th business day after the conference.
- ✓ For initial IEPs, written parent consent is required for implementation of services.
- ✓ Place a final IEP in the cumulative file.
- ✓ Send a final IEP to Joint Services for the student's permanent special education file.
- ✓ Provide the IEP to the student's team of teachers and train on their responsibilities in implementing the IEP.



Independent Evaluation Requests IEE



- Parents may request, at public school expense, an IEE if they do not agree with the school's evaluation.
- Unless we want to proceed to a due process hearing, IDEA and Article 7 give the public school no other recourse to deny the request.
- The parents must put the request in writing to the Director of Special Education.
- The process is then initiated and completed.
- A case conference is held to consider the IEE and any recommendations



Joint
Services
FAQ



BOONE-CLINTON-NORTH WEST HENDRICKS JOINT SERVICES

FREQUENTLY ASKED QUESTIONS

What goes where?

- ▶ SCAN/email or FAX to Joint Services the **Notice of Request for an Educational Evaluation (NOREE)** after a school or parent request for an evaluation. SCAN/email or FAX any **parent consent** for evaluation the day it is received. These are time sensitive and must be received as soon as possible so staff involved are notified quickly. **New Student Move-In** Forms can be emailed or faxed to Mara Williams to check IIEP, request a file transfer, and assign TOR.
- ▶ All IEPs (i.e., move in, ACR, revise, re-eval review, etc.), reports, Change of Enrollment Status forms, or any other information related to a student's file that is not time sensitive are sent to Joint Services. These documents can be sent with the Educational Consultant assigned to your building emailed or faxed. These documents are used for caseload lists and data management and submission.
- ▶ Easy FAX or Smart Scan to PCG/IIEP parent signatures provided on a final IEP. Do not upload/Easy Fax an unsigned form. The signature page will upload into the IIEP file for the student. Consent for evaluations will be entered after the request is processed at Joint Services.

Move-In Students

- ▶ Fax the **New Student Move-In** Form to Joint Services. It is located on the Joint Services website (www.bcnwhjs.org).
- ▶ Be sure the student is enrolled and entered in the student data management system (Harmony, Power School, Skyward).
- ▶ A record transfer will occur in IIEP between the sending LEA and Joint Services (if the sending school uses IIEP and the student is transferring within Indiana).
- ▶ You will be granted access as the TOR to the IEP in IIEP by Mara or the Educational Consultant.
- ▶ Schedule and hold a move-in conference within 10 instructional days of enrollment to create an IEP for the current placement.
- ▶ Send a copy of the move-in IEP, the previous IEP, and the current psych report to Joint Services.

Withdrawal
or Dismissal
from Special
Education

Complete the **Change of Enrollment Status** form and fax/send to Joint Services. This form is located on the Joint Services website (www.bcnwhjs.org).



Questions?
Requests?
Help?

<https://bcnwhjs.org>

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