

Area: INITIAL EVALUATION

A full and individual evaluation must be conducted to determine if an individual child is entitled to special education and related services. The full and individual evaluation must consist of procedures to determine if the child is a child with a disability and to determine the educational needs of the child.

<i>PROCEDURES</i>		<i>FORMS</i>	<i>RESPONSIBILITY</i>	<i>TIMELINE</i>	<i>SOURCE</i>
1.	Upon referral, the Evaluation Team reviews existing evaluation data on the student; and based upon their review and input from the parent(s)/guardian(s), identifies what additional data, if any, is needed to determine eligibility, present levels of performance, and educational needs of the student.	PPS-2	Evaluation Team, including the parent(s)/guardian(s)* *not required		RI Special Education Regulations, 2013 Sections: 300.301 300.304 300.305
2.	If additional data is required, and/or review of data for eligibility decisions is needed, a consent for evaluation is obtained from the parent(s)/guardian(s).	PPS-3	Pupil Personnel Office		
3.	Consent is received by the Pupil Personnel Office staff. It is dated on the day it is received.			Begins 60 calendar days evaluation period	
4.	The Pupil Personnel Office staff informs the Evaluation Team of receipt of the consent form and assigns evaluations. (Evaluations must be completed within 45 calendar days of the receipt of consent.)	Assignment of Evaluations			
5.	The Pupil Personnel Office staff informs the Evaluation Team and the parent(s)/guardian(s) of date and time of eligibility meeting (meeting takes place within 60 calendar days of the receipt of the consent).	Notice of Eligibility Meeting			
6.	Evaluation begins. The evaluation of a student should be in all areas related to the suspected disability.		Evaluation Team		
7.	Evaluators complete written reports that include the new assessment information <u>and</u> the existing RTI data.			7 days prior to eligibility meeting	
8.	Evaluation Team members submit completed written evaluation reports to Pupil Personnel Office.				
9.	Pupil Personnel Office staff send copies of completed evaluation reports to the parents/guardians.		Pupil Personnel Staff		

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10.	<p>The *team discusses results and determines if the student is eligible and requires specially designed instruction.</p> <p>*parent(s)/guardian(s) are invited and encouraged to attend; parents are not required to attend</p>	PPS-6 and PPS-7 (if LD) PPS-10 Prior Written Notice	Evaluation Team		

