

Additional Evaluations

ADDITIONAL EVALUATIONS – This would be appropriate for use **ONLY** for the evaluation of a student for a **related service** when the student is already receiving special education services. (For example: Adding Speech, OT, PT, etc to an existing IEP)

ADDITIONAL EVALUATION PROCESS:

- ❑ Referral form is completed
- ❑ Evaluation/Planning meeting scheduled
- ❑ Parents invited to Evaluation/Planning meeting. Procedural Safeguards included with the invitation
- ❑ Evaluation/Planning meeting held (All evaluators must be present)
- ❑ Parent consent signed
- ❑ PWN completed to summarize the meeting. Parent's rights provided
- ❑ Referral and signed Parent Consent forms to related service evaluators
- ❑ Evaluation completed
- ❑ Eligibility meeting scheduled
- ❑ Parents invited. Procedural safeguards included with invitation
- ❑ Add testing information and recommendations to the most current ESER, being careful to note date(s) of the additional evaluation
 - **This replaces the need for separate related service area report**
- ❑ If eligible, write IEP amendment, being sure to include summary of test results in the PLEP
- ❑ If not eligible, document on a PWN
- ❑ Submit electronically (by selecting "Print Final" under the Views pull-down menu on GoalView)
- ❑ Send in pages requiring signatures, test protocols and supportive documents as appropriate through school mail to Special Ed. Records