

Initial Evaluation Workflow

1. After Director gets Initial Evaluation Referral Paperwork (RTI) s/he will record student name in her checklist book, assign team member, and give the packet of information to School Psychologist
 - a. IF outside agency release form is necessary top portion will be completed and form will be included with referral paperwork by the School Psych(s) or Principal
 - b. IF behavior rating scales are marked, they will be included in packet by School Psych(s)
2. School Psych sets date for MDT meeting and Admin Asst. invites team members via email notice
3. Admin Asst completes Notice and Consent for Initial Evaluation and Notice of MDT/IEP mtg form on SRS and mail to parents with return envelope
 - a. IF behavior rating scales are marked, Admin Asst will also send parent a copy in that packet
 - b. IF paperwork is not received 2 days prior to due date, Admin Asst or Director will call parents with a reminder of paperwork due date
 - c. IF, after first phone call, no paperwork is received by due date, packet is given to School Psych(s) to follow up with parents on paperwork status
4. When Admin Asst receives notices from parents, finalizes them on SRS and puts them in School Psych(s) mailbox to go in the student's evaluation folder.
5. Admin Asst will email team with permission to test (include date permission to test is received)
6. School Psych(s) conduct evaluation and hold MDT meeting. Bring Initial Placement form to MDT meeting.
7. School Psych(s) write MDT report, attach score profile, finalize form and print a copy.
8. School Psych(s) give file to Admin Asst with notices, MDT report and signature pages.
9. Admin Asst sends copy of MDT to parent (may need extra copy for outside agency or fax copy with release as requested by parents). Admin Asst sends all notices and MDT's to case manager for filing in student's cum folder.

Consideration for Re-Evaluation Forms -

Case Managers will be notified by the School Psych(s) of upcoming re-evaluations. These forms should be completed by the Case Manager - one copy should be placed in the cumulative folder and one should be sent to the School Psych(s) mailbox at the Elementary. This will be done at least THREE months prior to MDT due date. The fall re-evaluation forms will be requested by the School Psych(s) during the Spring of the current school year.

Re-Evaluation by Testing Workflow

1. Two months prior to MDT due date, School Psych(s) will complete Notice and Consent for Re-evaluation.
 - a. IF outside agency release form is necessary, top portion will be completed and form will be included with referral paperwork by the School Psych(s)
2. School Psych sets date for MDT meeting and completes Notice and Consent for Re-Evaluation and Notice of Meeting forms.
3. Admin Asst invites team members via email notice to the MDT meeting and mails ALL forms to parents with return envelope
 - a. IF behavior rating scales are marked School Psych(s) will provide with Notice and Consent, Admin Asst will send parent a copy in the packet
4. When Admin Asst receives notices from parents, s/he finalized them on SRS and puts them in School Psych(s) mailbox to go in the student's evaluation folder
5. Admin Asst will email team with permission to test (include date received in email)
6. School Psych(s) conduct evaluation and hold MDT meeting
7. School Psych(s) write MDT report, attach score profile, finalize form, and print a copy
8. School Psych(s) give file to Admin Asst with notices, MDT report and signature pages
9. Admin Asst sends copy of MDT to parent (may need extra copy of outside agency or fax copy with release as requested by parents). Admin Asst sends notices and MDT's in student's cumulative folder
10. If student no longer qualifies, Director will complete PWN to be mailed with MDT.

Re-Evaluation by Review Workflow

1. One month prior to student's MDT due date, School Psych(s) complete Determination Notice on SRS. Put Reconsideration for Re-Evaluation in Admin Asst's mailbox. **(Date of Notice is NEW MDT Date)**
 - a. IF outside agency release form is necessary, top portion will be completed and form will be included with referral paperwork by the School Psych(s)
2. Admin Asst will mail home Determination Notice one month before due date with a two week window to return, cover letter, and return envelope.
3. When returned, as long as parent agrees, Admin Asst finalized forms and sends final copy with attached parent signatures . to case managers for filing.
4. If parent disagrees, Admin Asst will give packet to School Psych(s) to contact parent/team and determine next steps.