Special Education Team Responsibilities for Initial Referral for Evaluation
K-12

Request for an Evaluation goes to the _____.

_____assigns case manager. _____schedules the domain meeting and notifies IEP Team Members. _____contacts VASE to enter student info into Filemaker.

_____sends out Notification of Conference & makes 2 follow-up notices to parent before meeting & documents contacts on Conference Summary Report prior to the Domain Meeting

Domain form is completed by School Psychologist, Speech Therapist, School Social Worker, OT/PT before or during the meeting

_____ prepares Consent for Initial Evaluation, Conference Summary Report, Notification of Decision Regarding a Referral, Excusal form, Waiver of 10-day forms, and Procedural Safeguards

_____prints all forms and brings them to the domain meeting

_____facilitates the meeting and completes forms during the meeting.

_____thoroughly reviews Procedural Safeguards with parent at meeting & _____reviews all forms, including obtaining consent for evaluation.

_____copies forms and gives copy to parent: _____attaches Checklist, uploads original forms into EmbraceIEP, and puts copy in school file

If evaluation is being done, all components are completed within 60 school days.

_____ schedules Eligibility IEP meeting within 60 school days, sends out Notification of Conference to parents and makes 2 more contacts before the meeting.

Go to flowchart for eligibility IEP