Special Education Team Responsibilities for Initial Referral for Evaluation
Early Childhood

Request for an Evaluation goes to _____. _____notified the _____and contacts VASE to enter the student into Filemaker.

_____schedules the domain meeting and notifies IEP Team Members.

_____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 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

_____ initiates introducations and sets the purpose of the meeting. School Psychologist facilitates the meeting and completes forms during the meeting.

_____thoroughly reviews Procedural Safeguards with parent at meeting & _____ reviews all forms

_____copies forms and gives copy to parent: _____ attaches Checklist, sends original forms to VASE, and puts copy in school file