

Leland School District  
Out-of-State Evaluation Procedures and Checklist

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

- \_\_\_\_\_ 1. The IEP teacher of record sends/mails the following to the parent within 5 days of notice to SPED Department student has enrolled in the district:
  - Invitation for Meeting (get with psychometrist/psychologist to schedule meeting date)
  - Parent Response Form (purpose – MET, Initial Evaluation & IEP meeting)
  - Permission for Screening form
  - Ask parent to bring to or provide prior to the meeting any pertinent documentation regarding the child's disability ruling from the previous school and contact previous school/district to obtain all assessment/evaluation reports and previous IEP.
  - Coordinate with Speech Language Pathologist to screen student for hearing and speech, and coordinates vision and developmental, academic, etc. screening with appropriate school personnel – prior to MET if possible. If not, ensure this occurs within 3 days of MET meeting
  - Make copies of documents sent to parent for the file
  
- \_\_\_\_\_ 2. MET and IEP Meeting occur with the IEP teacher of record and appropriate personnel. The MET Chairperson ensures the following:
  - Give parent Procedural Safeguards and explain them
  - Have available and review all documentation received from the previous school and parent
  - Determine additional data to be collected
  - Complete MET documentation form and collect signatures
  - Give parent Informed Parental Consent Forms Page 1 , Page 2 and obtain permission to evaluate
  - Review the previous IEP with parent and develop comparable IEP
  - Collect parent information and add to the comparable IEP accepting the previous school's IEP
  - Collect signatures and date comparable IEP
  - Give parent a copy of the comparable IEP from the previous school or the pages with the changes/signatures
  - Complete Prior Written Notice regarding decision to evaluate and acceptance of IEP, and give to parent
  - Give parent copies and/or keep copies of all documents for the files
  - A signed copy of Parent Reply Form is in the file (this is the form mailed requesting written confirmation of parent's attendance)
  
- \_\_\_\_\_ 3. Psychometrist/Psychologist, Speech Language Pathologist, and other appropriate personnel evaluate student and write report(s) within 60 days of PPT and given to the parent at least 7 days prior to eligibility meeting unless the parent waives the 7 days
  
- \_\_\_\_\_ 4. Psychometrist/Psychologist working in conjunction with the Speech Language Pathologist and other related services personnel calls parent to schedule MET eligibility meeting
  
- \_\_\_\_\_ 5. Psychometrist/Psychologist sends/mails to parent:
  - Invitation to Meeting
  - Parent Response Form (purpose – Eligibility)
  - Copy of Assessment Report
  
- \_\_\_\_\_ 11. Eligibility meeting is held (must be within 14 days from the date of the Assessment Report) and MET Chairperson ensures the following:
  - Assessment report(s) is reviewed and eligibility determination made by committee
  - Eligibility Determination Report is completed and signed. Any members who disagree must indicate so and write a letter explaining.
  - Prior Written Notice is completed indicating eligibility and given to the parent
  - Complete and give IEP Invitation to parent (if student is eligible for services)
  - Complete the Parent Reply Form (purpose – IEP meeting)
  - Give parent copies of all the documents and keep copies of all documents for file
  
- \_\_\_\_\_ 12. IEP meeting held is held within 30 days of the eligibility meeting to develop the IEP and the IEP teacher of record ensures the following:

- All necessary school/district personnel are invited to attend the meeting
- Procedural Safeguards are provided and explained to the parent
- IEP is developed
- Signatures are collected at the end of the IEP and the date is recorded on the IEP
- Parent is provided a copy of the IEP
- Prior Written Notice is completed indicating the IEP was developed (check – begin new special education and/or related services) and given to the parent

\_\_\_\_\_ 13. MET Chairperson gives folder to MSIS/data personnel for recording documentation

DRAFT