

Leland School District
Initial Evaluation Procedures and Checklist

Student's Name: _____ School: _____

- _____ 1. School-level Child Find Contact Person completes the Child Find Request Form with the referral source (TST, Parent, Teacher) and contacts the District-level MET Chairperson to schedule a MET meeting within 14 days of the referral (This includes verbal and/or written requests)
- _____ 2. School-level Child Find Contact person sends/mails the following to the parent and documents attempts to contact parent
 - Invitation for Meeting (get with psychometrist/psychologist to schedule meeting date)
 - Parent Reply Form (purpose – MET)
 - (Make copies of documents sent to parent for file)
- _____ 3. School-level Child Find Contact collects documentation for the MET/IEP meeting: Teacher Narrative, H/V results, any other screening results, current grades, attendance and discipline records, Cumulative Record information, results from district and state tests, Developmental History for appropriate age level, classroom observation, behavior logs, universal screening assessment results (class data and student data) information and reports provided by parent, work samples, interventions in deficit areas (math, reading, language arts, behavior) with supporting documentation and results, and any other documentation that indicates the student may need an evaluation
- _____ 4. MET Meeting occurs with appropriate members and the MET Chairperson ensures the team does the following:
 - Gives parent Procedural Safeguards and explains them
 - Reviews all documentation noted above
 - Completes MET documentation form and signatures are collected
 - Completes Prior Written Notice and gives to parent (check – conduct initial evaluation or refuse to conduct evaluation)
 - Completes Informed Parental Consent Forms Page 1, Page 2 and obtains permission to evaluate if a comprehensive evaluation is recommended
 - Gives parent copies and/or keeps copies of all documents for the files
 - Ensures a signed copy of Parent Reply Form is in the file (this is the form mailed requesting written confirmation of parent's attendance)
- _____ 8. Psychometrist/Psychologist, Speech Language Pathologist, and other appropriate personnel evaluate student and write report(s) within 60 days of PPT and at least 7 days prior to eligibility meeting unless the parent waives the 7 day notice
- _____ 9. Psychometrist/Psychologist working in conjunction with the Speech Language Pathologist and other related services personnel calls parent to schedule MET eligibility meeting
- _____ 10. Psychometrist/Psychologist sends/mails to parent and/or communicates with School-Level Child Find Contact Person to send/mail to parent
 - Invitation to Eligibility Determination Conference
 - Parent Reply Form (purpose – Eligibility)
 - Copy of Assessment Report (date of report should be at least 7 days before date of meeting unless the parent waives the 7 days)
- _____ 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
- Parent information is collected and added to the IEP
- 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

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