

Leland School District
Pre-School Initial Evaluation Procedures and Checklist

Student's Name: _____ School: _____

- _____ 1. District-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. Referrals from Head Start should be documented on the Head Start Referral Documentation Checklist
- _____ 2. District-level Child Find Contact Person works with assessment team to schedule the MET with the appropriate personnel
- _____ 3. District-level MET Chairperson mails the following to the parent:
- MET Invitation for Meeting
 - Developmental History- Ages 3-9 – to be completed by parent
 - Report of Physical Observation – to be completed by physician if there are any physical problems
 - Parent Reply Form (purpose – MET)
 - (Make copies of documents sent to parent for file)
- _____ 4. Parent brings child for screening and MET
- Complete Permission for Screening and get parent to sign
 - Screen child for hearing and vision
 - Screen developmental levels with Battelle Developmental Inventory 2 Screening Test – if child passes hearing and vision screening.
- _____ 5. 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 and makes determination regarding evaluation
 - 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)
 - If child fails hearing and/or vision screening and is in of an assessment, the Quantitative Checklist is completed in the area failed, the parent is referred to an appropriate source for follow-up evaluation, and the comprehensive assessment is initiated
- _____ 6. Psychometrist/Psychologist, Speech Language Pathologist, and other appropriate personnel evaluate student and write report(s) within 60 days of PPT and given to parent at least 7 days prior to eligibility meeting unless the parent waives the 7 days
- _____ 7. Psychometrist/Psychologist working in conjunction with the Speech Language Pathologist and other related services personnel calls parent to schedule MET eligibility meeting
- _____ 8. Psychometrist/Psychologist sends/-mails 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)
- _____ 9. 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
- _____ 10. 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

_____ 11. MET Chairperson gives folder to MSIS/data personnel for recording documentation

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