**Westwood Elementary Roles and Responsibilities for Initial Evaluations**

*All Disability Areas Except ASD*

**Responsibilities of Special Education Team:**

• Review interventions and referral for evaluation • Determine need for evaluation • Identify evaluation team • Notify evaluator of needs

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|  | **Case Manager** | **School Psychologist** | **Evaluator** |
| **Planning Process** | Attend referral meeting  Help develop evaluation plan with the identified evaluation team | Attend and facilitate referral meeting  Help develop evaluation plan with the identified evaluation team | Schedule referral meeting with parent  Send team meeting notices  Attend referral meeting  Help develop evaluation plan with the identified evaluation team  Complete PWN and send to parents  Notify team members when consent is received and due date for evaluation |
| **Assessment Process** | When determined by evaluation team, administer tests and write in report  When determined by evaluation team, conduct observation and write in report | Intellectual testing  Social/Emotional/Behavior Rating Scales  Functional Behavior Assessments  Mental Health Screening  Functional Skills assessments  Teacher Interviews for FBA  Observations  Contribute to Needs/Adaptations Section  Disability Checklist (DCD/EBD only) | Background Information  Parent Information  Complete Release of Information as needed  Obtain medical documentation (OHD)  Health File Review  Review of Existing Data  Academic testing  Parent survey/questionnaires  Student survey/questionnaires  Teacher survey/questionnaires  Information Processing/BPPs (based on all information)  Assistive Technology  Observation  Comprehensive Summary at end of report for all disability areas except ASD and Speech/Language-only evaluations  Contribute to Needs/Adaptations section  Disability Checklist (SLD/OHD only)  Verify all evaluation team members have completed their portion of evaluation report  Finalize evaluation report  Provide report to parents by due date |
| **Completing the Assessment** | Student qualifies:  Schedule Evaluation Share meeting  Send Team meeting notice  Facilitate evaluation sharing meeting with parents | Attend evaluation sharing meeting | Student does not qualify:  Schedule Evaluation Share meeting  Send Team meeting notice  Facilitate evaluation sharing meeting with parents  Student does qualify: review report with case manager |

J. Sorenson and G. Blake - December 2012

**Westwood Elementary Roles and Responsibilities for Re-Evaluations**

*All Disability Areas Except ASD*

**Responsibilities of Special Education Team:**

• Determine need for re-evaluation • Identify evaluation team • Notify evaluator of needs

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|  | **Case Manager** | **School Psychologist** | **Evaluator** |
| **Planning Process** | Contact parent to gather input for developing evaluation plan  Help develop evaluation plan with the identified evaluation team  Notify evaluator when consent is received | Help develop evaluation plan with the identified evaluation team | Help develop evaluation plan with the identified evaluation team  Complete PWN and send to parents  Notify team members when consent is received or 14 days has lapsed and due date for evaluation |
| **Assessment Process** | Provide present level of educational and functional performance to evaluator  When determined by evaluation team, administer tests and write in report  When determined by evaluation team, conduct observation and write in report | Intellectual testing  Social/Emotional/Behavior Rating Scales  Functional Behavior Assessments  Mental Health Screenings  Functional Skills assessments  Teacher Interviews for FBA  Observations  Contribute to Needs/Adaptations Section  Disability Checklist (DCD/EBD only) | Background Information  Parent Information  Complete Release of Information as needed  Obtain medical documentation (OHD)  Health File Review  Review of Existing Data  Academic testing  Parent survey/questionnaires  Student survey/questionnaires  Teacher survey/questionnaires  Information Processing/BPPs (based on all information)  Assistive Technology  Observation  Comprehensive Summary at end of report for all disability areas except ASD and Speech/Language-only evaluations  Contribute to Needs/Adaptations section  Disability Checklist (SLD/OHD only)  Verify all evaluation team members have completed their portion of evaluation report  Finalize evaluation report  Provide report to parents by due date |
| **Completing the Assessment** | Schedule Evaluation Share meeting  Send Team meeting notice  Facilitate evaluation sharing meeting with parents | Attend evaluation sharing meeting | Review report with case manager |

J. Sorenson and G. Blake - December 2012