

Special Education Referral Packet Interventions Implemented **at** Evaluation Planning

Student Name _____ School _____

Request for a special education evaluation was initiated by: _____ Parent _____ SIT

Does the student currently have a 504 plan? _____ Yes _____ No

Has the child been evaluated previously by special programs? _____ Yes _____ No

Reason why interventions were not implemented prior to evaluation planning: _____

The following forms and documentation should be given to the school psychologist at the conclusion of the evaluation planning meeting, along with a copy of this form. The school should keep a copy for their records. Items marked with an asterisk (*) should not be obtained between the date of referral and the date of the evaluation planning meeting since in this scenario they are evaluation components and require signed permission from the parent.

In File	NA	
_____	_____	“Intake for Parent Request for Assistance”
_____	_____*	“Demographic, Medical, Developmental, and Educational History” <i>(original can be updated if student has been evaluated previously)</i>
_____	_____*	“Medical Report” <i>(only NA if child has no educationally relevant medical diagnoses or parent did not attend meeting and therefore could not sign form)</i>
_____	_____	Private medical or psychological records shared by the parent
_____	_____*	“Vision, Hearing, and Speech-Language Screenings”
_____	_____*	“Letter of Permission for Screening” <i>(speech form)</i>
_____	_____	“English Language Learner Worksheet”
_____	_____	“Educational History / Focus of Concern”
_____	_____	“Functional Behavior Assessment” and accompanying documentation
_____	_____	Grades from all years
_____	_____	Results of district-wide and state-wide assessments from all grades
_____	_____	Discipline detail
_____	_____	Attendance detail
_____	_____	Class schedule
_____	_____	Documentation of custody or guardianship
_____	_____	Surrogate parent paperwork
_____	_____	“Invitation to Evaluation Planning for Initial Referral” and response form OR IEP “Notification of Meeting”

The following are completed during the evaluation planning meeting.

_____	_____	“Evaluation Plan and Prior Written Notice of Evaluation/Reevaluation”
_____	_____	Intervention plan
_____	_____	“Consent for Evaluation” <i>(only NA if parent was not present for meeting or obtaining consent will be delayed briefly due to an upcoming holiday)</i>