

REFERRAL TO PUPIL EVALUATION TEAM PROCEDURES

STEP I

Before Written Referral

1. Contact parent and discuss concerns
2. Contact SAT or pre-referral team for consultation and planning
3. Implement plan and keep data for a minimum of one month
4. Review cumulative record and make accommodations for learning strengths and weaknesses based upon data
5. Document alternatives tried and why they are now being rejected

STEP II

Written Referral

1. Complete fully the written referral form, including parent notice
2. Submit written referral to building contact person,
3. Screening committee reviews referral for completeness and adds information if necessary.
4. Building PET coordinator, principal or Director of Special Ed writes determinations and send permission to parent / guardian
5. Staff, parents or Administration may elect to hold a PET to determine if additional assessments are needed or if there is sufficient assessment data available for the PET to determine eligibility.

STEP III

Evaluation

1. Must be more than one instrument
2. Must have 2 evaluators
3. Must include a written observation of student in the classroom during the time the learning or behavior in question is most likely to occur.
4. Must be sufficient in scope and depth to determine the existence of a disability as defined by Chapter 101 Special Ed Regulations

STEP IV

Eligibility P.E.T.

1. Must be held within 45 School Days of obtaining permission to Evaluate.
2. Written notice of the PET mailed to parent 10 days prior to the meeting
3. Evaluation reports mailed with the PET invitation or evaluator required to meet with the parent prior to the PET to review assessments
4. PET with the parent as an equal member determines eligibility

5. If the student is not eligible, the reasons shall be documented in the PET minutes and recommendations for accommodation outside of Special Education shall be made.
6. For qualified students, an I.E.P. shall be written and implemented within 30 days of the student's identification. Draft I.E.P. is permitted but must be so indicated.
7. Students qualifying under Learning Disability must have the L.D.document completed at the Identification P.E.T. 8. Consent for initial placement shall be signed by the parent. 9. Copies of PET Minutes and the IEP including all components of the plan must be sent to the parent / guardian within 21 school days following the meeting.

Adoption date: May 3, 2004

Effective date: May 3, 2004

SANFORD SCHOOL DEPARTMENT