



PARENT REQUEST FOR EVALUATION PROCEDURE (SPE-P005)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for responding to a parental request for evaluation within CMCSS.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Exceptional Children Services

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Evaluation: Assessment(s) conducted to determine whether a child has a disability.
- 4.2 Parent Request: Request for an evaluation, in writing and signed by the parent.
- 4.3 60-Day Timeline: Federal requirement that all evaluations must be completed within 60 calendar days from receipt of written parental consent.
- 4.4 Timeline Extension: The *Evaluation, Eligibility, Placement Timeline Extension Request* form that must be submitted to the State Department of Education (SDOE) if extenuating circumstances develop during the course of the evaluation that necessitates additional days. This request must be submitted prior to the 60-day deadline, have signatures of the parent(s), assessment person and district supervisor, reason for the request, and number of additional days requested.

5.0 PROCEDURE:

- 5.1 Regardless of who initially receives the request (teacher, principal), document the date the request was received on the request and submit the request to the school psychologist.
- 5.2 The school psychologist convenes a team with the student's teacher(s), S-team chair and building administrator within five (5) days to review the student's cum file, current grades, and determine if testing is warranted. If warranted, the psychologist provides the parent with Notice of Procedural Safeguards and obtains signed informed consent on the appropriate form. Once signed consent is received the psychologist enters the consent date in EasyIEP and develops a timeline for evaluation that ensures completion within the 60-day timeline.
 - a) If testing is warranted and the disability is a suspected Learning Disability, the school must immediately collect data on the appropriateness of the child's current curriculum, the implementation of that curriculum, and any interventions implemented prior to that request. The school must immediately begin interventions and the formal data collection process (if not already in place). If interventions are put into place and the child begins making significant progress, the school should meet with the parent and decide whether or not to extend the evaluation timeline. If an extension is requested, the *Evaluation, Eligibility,*



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Placement Timeline Extension Request (see 4.4) must be completed and submitted to the Director of Exceptional Children Services. If the child makes minimal or no progress, the evaluation must be completed within the 60-day timeline.

- b) 5If the team determines testing is not appropriate, this decision and all supporting documentation must be submitted to the Director of Exceptional Children for review. If, after review, the Director is in agreement the Director will inform the parent of their rights and reasons why no evaluation will be performed using Prior Written Notice; a copy of the PWN will be placed in the child's record at the school level. If the Director determines testing is appropriate, the school psychologist will be informed of the decision in writing and the evaluation will be completed within the 60 school day timeline.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Tennessee Rules and Regulations Chapter 0520-01-09-.10
- 6.2 Federal Regulations Part B 34 C.F.R. 300.301(c)
- 6.3 20 U.S.C.1414(a)(1)(C)
- 6.4 Evaluation, Eligibility, Placement Timeline Extension Request
(www.tn.gov/ed/speced)

7.0 RECORD RETENTION TABLE

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Parent Request	Paper or Electronic	Until Assessment Decision	Shred	Locked office and/or locked cabinet
Documents used in course of testing	Paper (in Student Cumulative Folder)	Per SPE-P007	Shred	Locked office and/or locked cabinet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/2/11		Initial Release
9/4/14	A	Changed 40 day requirement to 60 day requirement throughout procedure; updated logo; updated format of procedure (added record retention table and flowchart sections); added Record Retention Table



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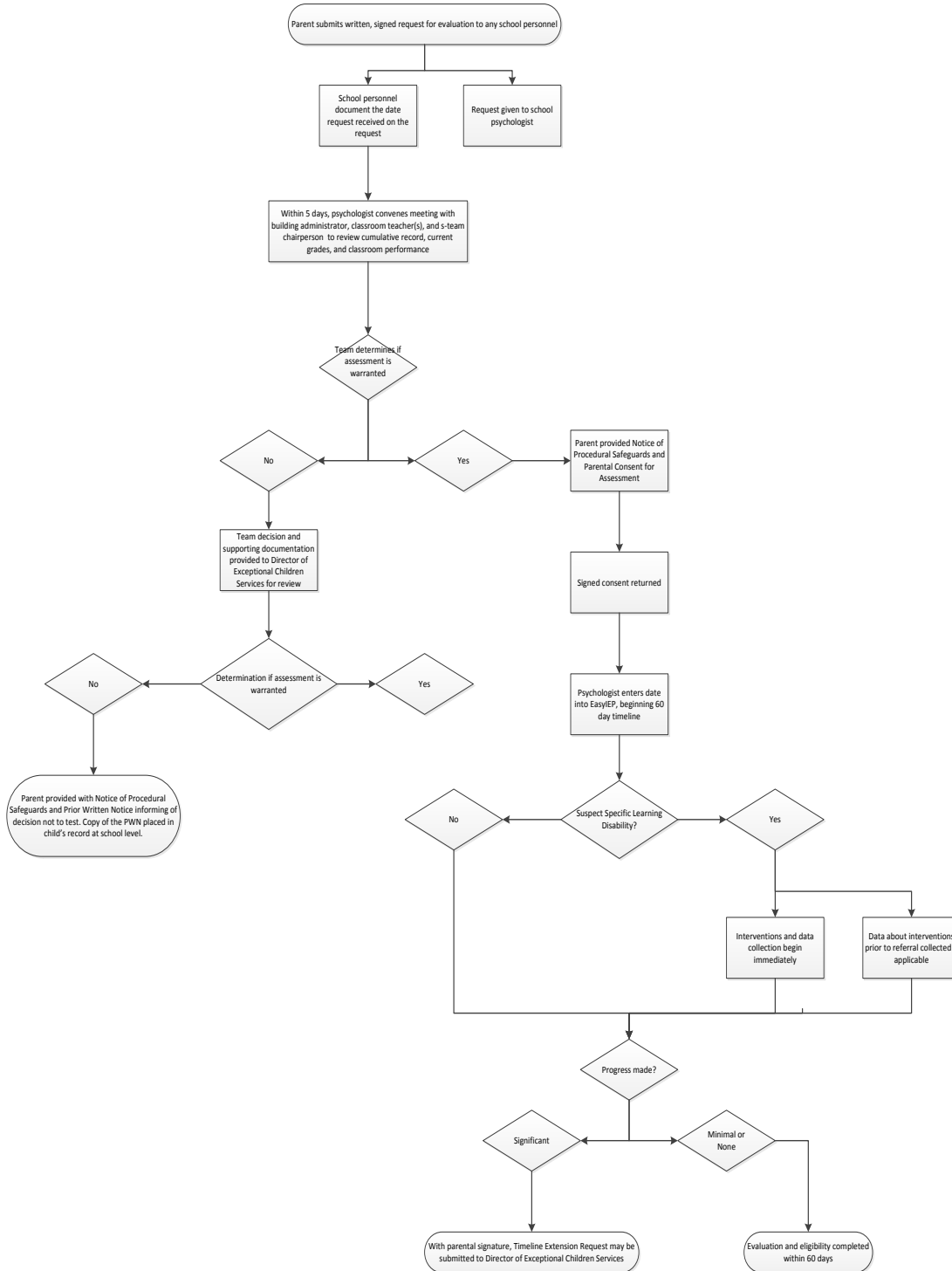
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4.0 FLOWCHART:

- 4.1 A flowchart detailing this process can be found below.

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