

Sequence and Instructions for Completion of Forms Regarding a Request for an Initial Evaluation

1. Request for Evaluation (Required) in Manual

The request for evaluation may be made by anyone who has a legitimate interest in the child. It is very important that the teacher indicate what types of scientifically based interventions have been implemented and the results of each. The teacher, regardless of who the referring party is, must complete the teacher summary report. The information on this form is needed by the IEP team to help determine whether or not an evaluation is warranted. Ensure that the determination of language/mode of communication section is completed even if the child's primary language seems apparent. The problem solving team should complete the Tier Intervention worksheets and attach all data when considering eligibility for a Learning or Emotional Disability.

Initial Evaluation Checklist (Optional) in Manual

This checklist could be initiated on each student when it is known that a request for an evaluation is warranted. This form is used to monitor the entire process, assure that procedures are followed, and to identify copies of the forms to be maintained in the student's file.

NOTE: Within 14 school days after receiving a request for an evaluation, the district shall determine whether an evaluation is warranted. If an evaluation is to be conducted the district shall ensure that the notification of the team's conclusions is transmitted to the parent within the 14 school day timeline along with the district's request for the parents' consent to conduct the needed assessments.

Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities, ISBE 34-57J (Required) (see Section 6) in EmbraceIEP "Procedural Safeguards July 2017" in District Documents.

After receiving a request for evaluation, a copy of the Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities must be sent to the parents. It is recommended that regardless of who initiates the request for evaluation, the parent(s) be notified: (1) that the request has been made, (2) of the district's responsibilities, and (3) of the legal rights parents and children have throughout the process. **See "Letter 1" in Manual** ("Parental Notification of Request for Evaluation") or you may use your own district letter. Be certain that the letter is dated and that a copy is maintained in the student's temporary file.

Parent Summary Report – (Parent input required) in Manual

This form is used to obtain the parents' perspective of their child's strengths and needs, which will assist the team in determining if an individualized evaluation is necessary at this time. It is recommended that you send this form along with the Procedural Safeguards above. There is not a requirement that this form is returned, but it can be useful to parents for awareness and gathering thoughts. It may also be useful to the team for collecting information, especially if the parent is unable to attend the meeting.

2. Parent/Guardian Notification of Decision Regarding Request for Evaluation, ISBE 34-57A (Required) in EmbraceIEP “Decision Re: Request for Evaluation”

ISBE 34-57A should include reasons for the request for evaluation, the proposed action and reasons for it, other options considered and why rejected, and other recommendations if an evaluation will not be done. A copy should be sent to the parents, referring party, and maintained in the student’s temporary file.

3. Parent/Guardian Notification of Conference, ISBE 34-57D (Required) in EmbraceIEP “Parent/Guardian Notification of Conference”

Use this form to invite parents to a Review of Existing Data Meeting (Domains meeting) at which the team will discuss the request for evaluation, review the student’s educational status, and determine what additional data, if any, are needed to complete the student’s evaluation. This form must be sent **10 calendar days** prior to the meeting unless the parent waives the 10 calendar day notice. If the parent waives the 10 day notice, be sure to indicate this on the form and have the parent sign prior to the start of the meeting.

4. Parent/Guardian Consent for Initial Evaluation, ISBE 34-57B (Required) in EmbraceIEP “Consent for Initial Evaluation”

This form, also called the **Domains Grid**, must be completed **prior to** obtaining parental consent for initial evaluation. This form is used to document existing information and determine if additional information is needed to complete the evaluation. **Be sure to have meeting participant sign in.** (See sign in section on “**Conference Summary Report**” in **EmbraceIEP**).

This form is also used to obtain informed parental consent for initial evaluations. The evaluation cannot be initiated until **10 calendar days** after consent is obtained unless the parent waives the 10 days in writing. The date the parent signs the form begins the **60 school day** timeline for completion of the evaluation. Delay in parent returning the notice does not change the date of the consent and the subsequent 60 school day timeline.

Authorization for Exchange of Confidential Information (Required) in EmbraceIEP “Consent to Exchange Records” in District Documents

Parent(s) should not be asked to sign a blanket release of information form. A separate form should be completed for each person/agency from whom records will be requested or with whom information will be shared. All forms should be dated and should indicate the specific types of information to be shared. A copy of each form should be maintained in the student’s temporary file.

Release of Information/Consent to Bill Medicaid (Required) in EmbraceIEP “Consent to Bill Medicaid”

Use this form to receive permission to submit reimbursement to Medicaid for qualified services. **This signed consent needs to be uploaded into EmbraceIEP in the Student Information area by an administrator in order to receive reimbursement.**

5. Complete Evaluation

Complete evaluations according to the Domains Grid.

Suggested Forms Used to Complete Areas of the Evaluation According to the Domains Grid:

Student Interview (Optional) in Manual

A certified school employee should complete the interview early in the evaluation process. Questions on the form are a guide only and may be substituted with other appropriate questions.

Initial Social Development Study (Optional) in Manual

This should be completed by the school social worker. Parent(s) should understand the evaluation process and be given an opportunity to express their perception of why the child is having difficulty in school.

Medical History and Current Health Status (Optional) in Manual

This form must be completed or reviewed by an RN with PEL or IEP privileges. It is usually best to complete the medical history, parent consultation and developmental study at the same time in order to minimize the number of times parents must be contacted for information.

Vision and Hearing Screening (Optional) in Manual

A vision and hearing screening is required within the past year. It should be completed prior to evaluation. Someone trained by the Illinois Department of Public Health must do the screening.

Student Observation (Optional) in Manual

It is recommended that a classroom observation be completed as part of the student's individualized evaluation. However, it is required when a specific learning disability eligibility is being considered. The student should be observed in the setting in which he/she is experiencing academic and/or social difficulty.

6. Parent/Guardian Notification of Conference, ISBE 34-57D (Required) in EmbraceIEP “Parent/Guardian Notification of Conference”

Use this form to invite parents to any IEP meeting. This form must be sent **10 calendar days** prior to the meeting unless the parent waives the 10 calendar day notice. If the parent waives 10 day notice, be sure to indicate this on the form and have the parent sign prior to the start of the meeting.

7. Documentation of Evaluation Results (Required) in EmbraceIEP

Complete for initial evaluations, reevaluations, or a review of an independent or outside evaluation.

8. Eligibility Determination (Non LD) (Required for all areas of disabilities except SLD) in EmbraceIEP

Complete this form to document whether or not the student is identified as having a disability. Additional eligibility forms specific to each area of disability are available to assist the IEP team in EmbraceIEP.

Documentation of Interventions/Evaluation Results (Specific Learning Disability) (Required if SLD) in EmbraceIEP “Doc of Evaluation Results (SLD)”

Complete this form to document interventions when a specific learning disability is suspected.

Eligibility Determination (SLD) (Required if SLD) in EmbraceIEP

Complete this form to document eligibility for SLD.

9. Parent/Guardian Notification of Conference Recommendations, ISBE 34-57E (Required) in EmbraceIEP “Conference Recommendations”

This form summarizes and notifies the parent/guardian of any recommendations made at the conference. All boxes that apply should be checked. When applicable, the IEP team may seek agreement from the parents to waive the **10 day calendar** interval requirement prior to **initiating or changing a child’s placement**. If the parent is present, provide him/her with a copy of this form, 34-57F (below) and a copy of the IEP before leaving the meeting. If the parent is not present send copies immediately following the meeting.

10. Parent/Guardian Consent for Initial Provision of Special Education and Related Services, ISBE 34-57F (Required) in EmbraceIEP “Consent for Initial Services”

This form is used to obtain a parent/guardian’s voluntary written consent when a student is determined eligible for special education and related services. It is also used if the parent/guardian does not give consent for special education and related services and exempts the school district of any violation of FAPE for the child. The school district must ensure that the parent understands that the services will be provided in accordance with the conference recommendations and the date of initiation on the IEP. Initial provision of services should begin in 10 calendar days unless the parent waives the 10 calendar day waiting period.

11. If Determined Ineligible for Services:

- **Student Info (Required in EmbraceIEP)**
In the Special Education Eligibility section, select “Not Eligible for Special Education Services” from the pull-down menu.
- **Change IEP Event Type (in EmbraceIEP)**
Edit the Date/Type for the event. Date stays the same. Select Event Type: “Other”. Label “Initial/Not Eligible Services” in the text box.

- **Student Tracking/FACTS Form (Required in EmbraceIEP)**
Check the box, “Does Not Qualify”.
- **Submit IEP (Required in EmbraceIEP)**
This communicates the information that this student is not eligible for Special Education services and will be removed from EmbraceIEP at the end of the academic year for the purpose of Child Count.
- **Mark IEP Ineligible (Required in EmbraceIEP)**
District Coordinator (person with Administrative privileges) check “IEP Ineligible” and date in the Student Info tab in EmbraceIEP.