

East Mountain High School

Special Education Evaluation Processes and Timelines

For Initial Evaluations:

Timeline	Task	Position responsible
Ongoing (at least monthly)	Update master calendar/master spreadsheet to include completed meetings and new & exited students	SpEd Coordinator, EA
At start of each term	Review SAT/Intervention cases for concerns from previous term	SpEd Coordinator, SAT Chair, Rtl teachers
At time of referral	Establish areas of potential eligibility w/ parent and/or referring teacher	SpEd Coordinator
< 1 week from referral	Via phone call, provide parent information on the proposed evaluation process & methods; establish ability for parent to provide <u>informed</u> consent to the evaluation process	Ed. Diag
< 1 week from referral	Obtain and file Consent for Initial Evaluation; note start/end of 60-day timeline in calendar	SpEd Coordinator
< 1 week from referral	Schedule evaluative testing w/ parent, ed diag, and/or school psychologist, social worker, SLP	SpEd Coordinator
< 1 week from referral	Provide parent/guardian with Prior Written Notice of intent to evaluate	SpEd Coordinator
< 10 days from receipt of consent to evaluate	Get case history from Parent/Guardian, including any existing outside evaluation/testing data	SpEd Coordinator
10-30 days from receipt of consent to evaluate	Complete testing	Ed Diag/Psychologist/SW/SLP
On completion of testing	Review/interpret results	SpEd Coordinator & Diag
On completion of testing	Contact parent to schedule EDT meeting	SpEd Coordinator
On completion of above processes	Draft EDT; send to case manager	Ed. Diag
< 3 days from scheduling EDT	Send invitations to parent and student	Case Manager
> 3 school days from EDT meeting date	Arrange coverage for participating GenEd teachers and ancillary staff, as needed	Case Manager, EA
> 3 school days from EDT meeting date	Confirm meeting time & participation w/ GenEd teachers and Ancillary staff	Case Manager
> 3 school days from EDT meeting date	Review EDT forms for all eligibility categories being considered to ensure NMTEAM compliance	Case Manager & Ed. Diag
> 3 school days	Complete draft of PWN to accompany EDT	Case Manager
As scheduled	EDT Meeting	All required team participants (coordinated by Case Manager)
At close of EDT meeting	Digital/Hard copy to parents	Case Manager
At close of EDT meeting	Deliver PWN to parents	Case Manager
At close of EDT meeting	Offer procedural safeguards	Case Manager
At close of EDT meeting	<i>If student is Eligible:</i> Schedule IEP meeting w/in 30 days, if not holding IEP concurrent with EDT; initiate IEP process & timelines	Case Manager
At close of EDT meeting	<i>If student is Eligible:</i> Obtained signed informed consent for initial provision of Special Education services	Case Manager

At close of EDT meeting	<i>If student is NOT Eligible:</i> Refer student to SAT team	Case Manager
< 1 week from EDT meeting	Signed EDT, PWN, and invites to student cumulative file	Case Manager
< 1 week from EDT meeting	Digital copy of EDT; PWN to server archive	Case Manager
< 1 week from EDT meeting	<i>If student is Eligible:</i> Update student information and SE Events in PowerSchool SIS	Case Manager
< 1 week from EDT meeting	<i>If student is Eligible:</i> Notify teachers/staff of relevant updates to goals and accommodations	Case Manager

For Reevaluations:

Timeline	Task	Position responsible
At start of each term	Review master spreadsheet for upcoming reevaluations	SpEd Coordinator, Case managers
3 months before due date	Provide Ed Diag with appropriate teacher feedback, present levels including grades and standardized testing, previous evaluative testing reports; complete REED and establish need/no need for additional testing	Case Manager, Ed Diag
At completion of REED	Obtain signed permission to evaluate from parent (either with testing or without/performance based)	Case Manager
At completion of REED	Schedule diagnostic testing, if needed	Case Manager
< 3 days after obtaining parent consent to evaluate	Provide parent/guardian with Prior Written Notice of intent to evaluate	Case Manager
As scheduled	Complete testing (if needed)	Ed Diag/Psychologist/SW/SLP
On completion of additional testing (if needed)	Review/interpret results	Case Manager & Diag
On completions of testing (if additional needed) or REED (if no additional testing needed)	Contact parent to schedule EDT/IEP* meeting; discuss participation of outside agency	Case Manager
On completion of above items	Draft EDT; send to case manager	Ed Diag
< 3 days from scheduling EDT/IEP*	Send invitations to parent and student	Case Manager
< 3 days from scheduling EDT/IEP*	Invite outside agency, as needed	Case Manager
> 1 week from meeting date	Update career interest assessment	Case Manager
> 1 week from meeting date	Parent interview	Case Manager
> 1 week from meeting date	Student interview	Case Manager
> 1 week from meeting date	Collect updated teacher feedback	Case Manager, SpEd & GenEd teachers
> 1 week from meeting date	Collect ancillary service provider feedback, as needed, including draft updated annual goals	Case Manager, Ancillary providers
> 1 week from meeting date	Collect current health information from school health office, as needed	Case Manager, Health office

> 1 week from meeting date	Collect present levels in identified areas of need	Case Manager
> 3 school days from EDT meeting date	Review EDT forms for all eligibility categories being considered to ensure NMTEAM compliance	Case Manager & Ed. Diag
> 3 school days from EDT meeting date	Draft PWN to accompany EDT	Case Manager
> 3 school days from EDT/IEP* meeting date	Arrange coverage for participating GenEd teachers and ancillary staff, as needed	Case Manager, EA
> 3 school days from EDT/IEP* meeting date	Confirm meeting time & participation w/ GenEd teachers and Ancillary staff	Case Manager
As scheduled	EDT/IEP* Meeting	All required team participants (coordinated by Case Manager)
At close of EDT/IEP* meeting	Digital/Hard copy to parents	Case Manager
At close of EDT/IEP* meeting	Deliver PWN to parents (both EDT and IEP)	Case Manager
At close of EDT/IEP* meeting	Offer procedural safeguards	Case Manager
	<i>If student is Eligible: Schedule IEP meeting w/in 30 days, if not holding IEP concurrent with EDT</i>	Case Manager
At close of EDT/IEP* meeting	<i>If student is Eligible: Obtained signed informed consent for initial provision of Special Education services</i>	Case Manager
At close of EDT/IEP* meeting	<i>If student is NOT Eligible: Refer student to SAT team</i>	Case Manager
< 3 days after EDT/IEP* meeting	Signed EDT and invites to student cumulative file	Case Manager
< 3 days after EDT/IEP* meeting	Digital copy of EDT to server archive	Case Manager
< 3 days after EDT/IEP* meeting	<i>If student is Eligible: Update student information and SE Events in PowerSchool SIS</i>	Case Manager
< 3 days after EDT/IEP* meeting	<i>If student is Eligible: Notify teachers/staff of relevant updates to goals and accommodations</i>	Case Manager

** If student continues to be eligible, IEP meeting will typically be scheduled concurrently with EDT meeting. If student is found to no longer be eligible, EDT meeting will not be followed by an IEP meeting.*