

PROCEDURES FOR COMPLETING FORMS -- NOTICE OF FULL INDIVIDUAL EVALUATION

There are two forms titled Notice of Full Individual Evaluation – one is for initial referrals, the other for reevaluations. These forms are designed to communicate information to parents as well as to cover all legally-required topics. As with all other forms used in our department, these need to be filled out as completely and correctly as possible.

Q: How do I know which form to use?

A: Initial evaluations include: 1) students never referred for a special education evaluation before AND 2) students who have received special education services before but were completely dismissed (from both eligibility and placement) who have been referred again.

Reevaluations include: 1) students who are already determined to be eligible for special education whose routine re-evals are due, 2) students for whom a re-eval has been requested (regardless of whether or not it's 3 yr. re-eval time), 3) students who are new to the district for whom you have been unable to obtain current evaluation records or whom you need to evaluate to determine eligibility based on Texas criteria, AND 4) students already eligible for special education for whom another disability is suspected and needs to be evaluated (like Autism or Emotional Disturbance).

Q: Which version of the form is current?

A: There should be a version of both forms with "Revised 8/08" in the bottom left hand corner. These are the most current and are soon to be available on the website and will be in referral packets which come from the ESC soon (early Sept., 2008).

Q: What do you mean by "filled out completely?"

A: In general there are a couple of things people often leave blank. The first is the "Date Sent/Mailed" at the top of the first page. This should never be left blank and should always include a date that is the same as or before the date the parent signed the consent. Second, the "Alternatives" and "What were the results? Why was this rejected?" section on the notice for initial referrals is frequently left blank. I realize that this may be out of your control because you are not responsible for completing this form in most instances. However, this section comes directly from the legal requirements for this notice. Whoever is in charge of dispensing referral packets on your campus may need some training or reminders to pass along to referring teachers.

Q: What boxes do I check?

A: You should always check the boxes that are areas to be addressed in the report resulting from the evaluation. In other words, if you would write a Full Individual Evaluation report after this evaluation is completed, you should check ALL the boxes except the "Informed Consent for Psychological Services" box because all those areas must be addressed in a Full Individual Evaluation report – Language, Physical, Emotional/Behavioral, Sociological, Intellectual/Adaptive Behavior, Academic Achievement and Functional Performance, and Assistive Technology.

Q: What if it's an evaluation for autism or emotional disturbance?

A: Because these evaluations involve an LSSP, you should check the Emotional/Behavioral, Intellectual/Adaptive Behavior and Informed Consent for Psychological Services boxes. If the autism or emotional disturbance evaluation is part of a full evaluation, you should check all other applicable boxes. If the student is already eligible for special education services and additional evaluation for autism or emotional disturbance has been requested, that would be a reevaluation.