Initial Evaluation Procedures for Parentally-Placed Private School Students

The following procedures are provided to facilitate the child find process for locating, identifying, and evaluating children with disabilities in private schools. Evaluations may be requested at the respective Exceptional Student Education (ESE) Service Center.

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<thead>
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<th>Exceptional Student Education (ESE) Service Center</th>
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<tr>
<td>NORTH</td>
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<tr>
<td>305-827-3025</td>
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<tr>
<td>CENTRAL</td>
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<td>786-413-3001</td>
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<td>SOUTH</td>
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<td>786-268-4757 JRE Lee</td>
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<td>305-247-8432 CIE</td>
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Private school representatives and parents are asked to adhere to the following:

1. **The private school and the parent gather as much existing information as possible on the child’s levels of performance. The information may include:**
   - Grades, work samples, attendance, discipline, behavior referrals, suspensions;
   - Any standardized test scores, private evaluations;
   - Medical or vision information;
   - Behavioral Intervention Plan, if appropriate;
   - Reading Intervention Program provided and;
   - Any other pertinent information;
   - If the home address has changed, the parent provides two forms of documentation of the current home address (FPL bill, telephone bill, etc).
   - Consent Form for Mutual Exchange of Information (form #2128 is available online at [http://privateschoolsidea.dadeschools.net/m-dcps_guide-resource.asp](http://privateschoolsidea.dadeschools.net/m-dcps_guide-resource.asp)).
   - M-DCPS School Support Team/Problem Solving Team (SST/PST) Request for Assistance (RFA) (form #7073 is available online at [http://privateschoolsidea.dadeschools.net/m-dcps_guide-resource.asp](http://privateschoolsidea.dadeschools.net/m-dcps_guide-resource.asp)).
   - Note: Two observations are required (copy page 2 for second observation). Do not complete Section F.

2. **The parent calls School Psychology Chairperson at the respective ESE Service Center and informs them that:**
   - their child is in a private school;
   - they are requesting a School Support Team (SST) meeting;
   - they will bring in documentation of the child’s levels of performance in order to expedite the scheduling of the meeting; and
   - they may contact Reagan Chalmers, Instructional Supervisor, 305-274-8889, for assistance.

3. **The parent delivers the packet of information gathered on the child’s levels of performance to the School Psychology Chairperson.** The School Psychology Chairperson will review the documentation, determine if any additional documentation is needed, and schedule a School Support Team (SST) meeting at the ESE Service Center. The child’s private school teacher is **required** to participate in this meeting either in person or by telephone.

4. **An evaluation is scheduled as appropriate at the respective ESE Service Center.**

5. **A subsequent eligibility meeting** is scheduled and eligibility is documented as appropriate in the Exceptional Student Education Electronic Management System (ESE EMS).

Please contact Reagan Chalmers, Instructional Supervisor at reaganlyn@dadeschools.net for additional information or call 305-274-8889.