The following procedures are provided to facilitate the reevaluation process for children with disabilities in private schools. Reevaluations may be requested at the respective Exceptional Student Education (ESE) Service Center.

### ESE Service Center

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<td>305-827-3025</td>
<td>786-413-3001</td>
<td>786-268-4757</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;
   - Interventions (including duration and results), accommodations, strategies;
   - Any standardized test scores, private evaluations;
   - Medical or vision information;
   - Behavioral Intervention Plan, if appropriate;
   - Reading Intervention Program provided, and;
   - Any other pertinent information;
   - Two classroom observations are required (copy page 2 of form # 7073 available online at [http://privateschoolsidea.dadeschools.net/m-dcps_guide-resource.asp](http://privateschoolsidea.dadeschools.net/m-dcps_guide-resource.asp)) and use for the classroom observations.
   - 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)); and
   - If the home address has changed, the parent provides two forms of documentation of the current home address (FPL bill, telephone bill, etc).

2. **The parent calls School Psychology Chairperson at the respective ESE Service Center and informs them that:**
   - they are requesting a Reevaluation Team (RT) 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, at 305-274-8889, if assistance is needed.

3. **The parent delivers the packet of information gathered on the child’s levels of performance to the respective School Psychology Chairperson.** The chairperson will review the documentation, determine if any additional documentation is needed, and schedule a RT 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 RT meeting is scheduled and the RT information is updated on 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.