

BRUSH COUNTRY SPECIAL EDUCATION COOPERATIVE

P.O. Box 534 106 Bulldog Lane Orange Grove, Texas 78372



BRUSH COUNTRY SPECIAL EDUCATION COOPERATIVE 2023-24 PROCEDURES FOR PSYCHOLOGICAL EVALUATION REQUESTS OF ECI EXITING STUDENTS

PRIOR TO SCHEDULING EVALUATION MEETING:

1. Diagnostician/ARD Facilitator/SLP will obtain the transition file from ECI and hold a face to face transition conference to determine the needs of the student and the parent's desire to pursue a special education evaluation for services in the public school setting.
 2. Schedule a consultation meeting with the School Psychologist **prior to obtaining consent.**
 3. Schedule an Arena Assessment with all of the required disciplines and parent. (If applicable, the face to face transition conference and arena assessment can be combined.)
- The Campus diagnostician will initiate the referral notification document for FIIE/ psychological evaluation form and electronically submit to the Co-op secretary for tracking purposes.
 - ☐ FIIE/Psychological Evaluation documentation form
 - ☐ Signed consent/Notice of Evaluation
 - ☐ ECI records
 - ☐ Any additional existing evaluations conducted outside of the school (e.g. medical)

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- The Campus diagnostician will collect any non-digital parent and campus protocols/
documents distributed at the referral meeting (by the specified due date) and return to the
BCC Administrative Secretary or arrange with School Psychologist for pick-up.
- As determined by the referral committee, the diagnostician completes formal cognitive and
academic achievement evaluation and adaptive behavior assessment (if appropriate) with
the student and initiates a draft Full and Individual Initial Evaluation (FIIE) in the Suc-
cessEd database where the School Psychologist (and other team members, if indicated)
will include collected evaluation data into one Full and Individual Initial Evaluation
(FIIE).
- The Campus diagnostician will initiate the referral documentation form for ECI Evalua-
tion and electronically submit to the Co-op secretary for tracking purposes within 5
school days after the ARD/REED:
 - ☐ Psychological Re-Evaluation documentation form
 - ☐ Signed consent/Notice of Evaluation and REED
 - ☐ Campus Data: Current grades, discipline record, medical information
 - ☐ Any existing evaluations conducted outside of the school

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- Eligibility reports to be completed by team members representing their discipline.
(Diagnostician-ID, SLD, OHI; LSSP-ED/AU, Counseling, etc.)
- School Psychologist will attend ARDs determined on a limited basis. The District Diagnostician will utilize the online scheduling system to coordinate with School Psychologist's schedule if attendance is necessary.