

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 SuccessEd 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 Evaluation 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.