

# 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 RE-EVALUATION REQUESTS OF FIRST TIME PSYCHOLOGICAL EVALUATIONS (STUDENTS IN SPED BUT NOT IDENTIFIED ED OR AU)

### PRIOR TO REFERRAL:

Obtain any outside evaluation reports and determine if the student's needs can be met by existing program and services or if new evaluation data is required to consider additional eligibility considerations. Staffings or consultations with school psychologist are encouraged.

### REFERRAL PROCESS:

- Diagnostician will use the online scheduling system to check school psychologists availability and set a date which coordinates with the parent and campus personnel; Diagnostician will ensure all members are notified and invited to attend for a properly constituted ARD/REED.
- Members invited to participate include: Parents; Interpreter (if necessary), Campus Administrator and/or Counselor; teacher(s); Diagnostician; LSSP; (and Behavior Specialist, if applicable); as well as any current service provider (ex. Speech Therapist or RTI teacher).

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- At this meeting, the campus data will need to be presented by district staff and parents are invited to share any data or outside evaluations that have been obtained. A discussion of existing information will guide the multidisciplinary evaluation team in the areas of the FIE to be addressed.
- If an evaluation is determined to be appropriate, the consent for a Full and Individual Evaluation will be obtained from parent and prior written notice of evaluation (or a statement of refusal and campus support plan recommendations will be given) at this meeting. Procedural safeguards, ARD guide and other administrative documentation will be explained to the parents at this time by the Diagnostician/ARD Facilitator.
- The referral packet and all relevant school and parent protocols will be distributed at this meeting and due date for the return of data.
- Any additional evaluations needed (Speech/Language, OT, PT, FBA, Counseling, etc.) will be discussed as part of the REED process.

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- The Campus diagnostician will initiate the referral notification document for FIE/ psychological evaluation form and electronically submit to the Co-op secretary for tracking purposes within 5 schools days after the REED/ARD has taken place.
  - FIE/Psychological Evaluation notification document
  - Signed consent/Notice of Evaluation
  - Campus Data: Current grades, discipline record, medical information
  - Any existing evaluations conducted outside of the school
- The Campus diagnostician will collect any non-digital parent and campus protocols/ documents distributed at the referral meeting (by the specified due date) prior to the scheduled student interview date and forward to the BCC Administrative Secretary or arrange with LSSP for pick-up. LSSP will notify diagnostician of proposed assessment dates contingent on receipt of distributed assessment materials/protocols.
- As determined by the referral committee, the diagnostician completes an additional assessments indicated (if appropriate).
- Diagnostician initiates a draft Full and Individual Evaluation (FIE) in the SuccessEd database where the School Psychologist (and other team members, if indicated) will include collected evaluation data into one Full and Individual Evaluation (FIE).
- Eligibility reports to be completed by team members representing their discipline.

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- District Diagnostician schedules the ARD for initial placement and ensures the parent and campus have each been provided a copy of the FIE. School Psychologist will attend ARDs determined on a case-by-case basis. The District Diagnostician will utilize the online scheduling system to coordinate with School Psychologist's schedule if attendance is necessary.