

Re: Students that are initially evaluated and do not qualify for services/Q and A

Date written: 06/18/07

Date approved by USD 320 BOE: 07/09/07

Question: Is it necessary for the school psychologist to write a multi-disciplinary team report if a student does not meet the eligibility requirements for special education services?

Answer: No.

However, the standard multi-disciplinary placement reporting form must be completed at the feedback meeting with the parents and others that performed the testing with the student.

All test booklets and SIT team data should be placed in a student file that will be maintained by the Special Education Offices.

The student's name and other required information will be recorded by the School Psychologist in the Cooperative's Did Not Qualify (DNQ) data base in a timely manner:

The information sheet that is typically placed in student's cum files used to identify that the student has been evaluated and information about this is located at the Special Services Offices is to be completed by the School Psychologist. The placement of this form in the student's cum file is completed by the School Psychologist or delegated to the principal or building secretary. (See student form to be used for this purpose attached.)

All of the above duties are coordinated and completed by the School Psychologist assigned to the building in which the student was evaluated.