

Initial Evaluation Procedures for Parentally-Placed Private School Students

The following procedures are provided to facilitate the Child Find process for locating, identifying, and evaluating all children with disabilities in private schools.
Exceptional Student Education (ESE) Service Center - Private School Intake (PSI) Offices

<http://privateschoolsidea.dadeschools.net/>



1. **Parents/Guardians, with the assistance of the private school, must gather as much existing/pertinent information as possible on the child's current levels of performance.** To access any of the forms listed, click on the links provided.

The following documents **are required**:

- Private School Intake (PSI) - Referral Cover Page
- Request for Assistance (RFA) packet – Form 7073 <http://forms.dadeschools.net/webpdf/7073.pdf>
- Two Teacher Observations – found on page 2 of the RFA packet
- Consent Form for Mutual Exchange of Information Form 2128 <http://forms.dadeschools.net/webpdf/2128.pdf>
- Sensory screening information (vision & hearing)
 - School Entry Health Form provided by Pediatrician; if Not available, please use forms listed below
 - Vision – Form 2125 <http://forms.dadeschools.net/webpdf/2125.pdf>
 - Hearing – Form # 7409 <http://forms.dadeschools.net/webpdf/7409.pdf>

The following documents **can be used** to support the request and demonstrate the Strengths and Limitations of a child:

- Grades, work samples, attendance records, and discipline records
- Any standardized test scores
- Any private medical, psychoeducational evaluations
- Any individualized interventions; the plans below could be used to document private school efforts:
 - RtI Academic Intervention Plan Form 6290 <http://forms.dadeschools.net/webpdf/6290.pdf> , if academic concerns (**for Private School completion**)
 - Social Emotional-Behavioral Intervention Plan (SE-BIP), Form 6287, <http://forms.dadeschools.net/webpdf/6287.pdf>, if behavioral concerns (**for Private School completion**)
 - Must also include the MTSS Structured Interview Form 6660 <http://forms.dadeschools.net/webpdf/6660.pdf> (**for Private School completion**)

2. For a student who does **NOT have a M-DCPS student identification number**, the following is also required:
 - Completed MDCPS Student ID Information Packet: Call 305-274-8889
 - Copy of parent Driver's License
 - Copy of FPL Bill or Lease Agreement
3. The guardian delivers the completed packet via email to ESE Support ese@dadeschools.net or by fax to 305-666-1250 or to the address below. **When emailing, please write PSI EVALUATION on the subject line of email.**
 - A Receipt of Private Evaluation or Documentation FM 7087 <http://forms.dadeschools.net/webpdf/7087.pdf> will be provided when the packet is submitted.
 - The PSI Team will review the documentation, inform the parent/school if any additional documentation is needed
 - Once the packet is complete, the PSI Team will contact the guardian with a meeting date and time.
4. The guardian will be contacted with the date and time of their SST appointment.
 - At the School Support Meeting (SST) meeting, all the collected data will be reviewed and discussed, and if deemed appropriate by the SST, a Consent to Conduct and Evaluation Form 4961 <http://forms.dadeschools.net/webpdf/4961.pdf> will be secured.
 - Please note: Private school teacher is required to participate in this meeting (in person or by phone)
5. An evaluation is scheduled and conducted at a PSI Office, M-DCPS School or Via Zoom.
6. Any evaluations completed will be transferred to the appropriate ESE Service Center, according to the student address.
 - At this appointment, a review of the assessment results will be conducted, and ESE eligibility determined if applicable.