

Miami-Dade County Public Schools  
Department of Exceptional Student Education

## 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/>

NORTH	SOUTH
Shadowlawn Elementary 149 NW 49 <sup>th</sup> St. Miami Room 3 Miami, Florida 33127 305-751-7525	Homestead Sr. High School 2351 SE 12th Avenue Main Building, Room 72 Homestead, FL 33034 305-242-8432   305-247-8433 (Fax)

**1. 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.**

The following documents **are required**:

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

The following list of items **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](#)), if academic concerns
  - Social Emotional-Behavioral Intervention Plan (SE-BIP), ([Form # 6287](#)), if behavioral concerns
    - Must also include the MTSS Structured Interview ([FM# 6660](#))

**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 a FPL Bill or Lease Agreement

**3. The guardian delivers the completed packet to one of the Private School Intake Offices.**

- A Receipt of Private Evaluation or Documentation ([FM # 7087](#)) 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 ([FM # 4961](#)) 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 or MDCPS School.**

**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.

---

Individuals with Disabilities Education Act (IDEA) Private School Obligations Office  
6521 SW 62 Avenue - Miami, FL -33143    Main: 305-274-8889 - Fax: 305-666-1250

Please email Mrs. Jennifer Horenstein, PSI Coordinator, at [Jhorenstein@dadeschools.net](mailto:Jhorenstein@dadeschools.net) if further information is needed