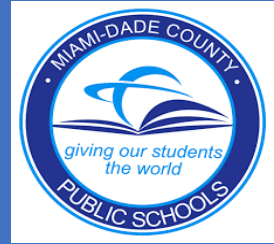


Private School Intake Procedures

- Flow Chart -

Parent is directed to the MDCPS private school obligation website <http://privateschoolsidea.dadeschools.net> and can locate documents under the top tab entitled *MDCPS Local Guidelines* to begin intake process. Parent can also contact the Private School Intake (PSI) Office or email the Chairperson at jhorenstein@dadeschools.net to obtain a referral packet via email



Parent delivers completed Intake Packet to one of the two designated Private School Intake (PSI) offices: Shadowlawn Elementary or Homestead Sr High School. The receiving PSI Office provides parent a Receipt of Private Evaluation and Documentation and forwards packet to PSI Chairperson for readiness determination.

The Chairperson will follow up with guardian and help secure any add'l data if needed. When the packet is complete, PSI Team schedules a School Support Team (for initial referrals) or a Reevaluation Team meeting (for reevaluation referrals) and guardian is notified of meeting date/time.

SST or RT is conducted: all collected data is analyzed/discussed, Consent to Evaluate or Reevaluate is secured if deemed appropriate by the team.

PSI assessment team members conduct the evaluations. Then the PSI Chairperson closes case when complete. Closed cases are sent to the appropriate ESE Service Center, and the guardian is notified by the ESE Service Center of when an eligibility determination meeting/staffing is scheduled.