

# Private School Referral Process

- Parent/Legal Guardian/Adult Student are directed to the MDCPS Parentally Placed Private School website: <http://privateschoolsidea.dadeschools.net>.
- Locate the **Private School Evaluation and Review Request** tab to access the *Parent Intake* link.

- The following procedures are provided to facilitate the process for locating, identifying, evaluating and/or reevaluating all children with disabilities in private schools. This process is also referred to as Child Find.
- This is a parent generated process. If the link is being completed by someone other than the parent, the parent must be informed of this request.

- Once this form is received, District ESE Staff will review and send the parent/legal guardian/adult student an email with the next steps in the process. The email will include their contact information.

- **Submit only one (1) form per student otherwise duplicates are created, and this may impede the process.**
- If you have any concerns regarding the submission of the *Parent Intake*, please email [ckinn@dadeschools.net](mailto:ckinn@dadeschools.net) with the subject line: "Evaluation Request for Non-MDCPS Students."

- All documents collected by the Private School Intake Coordinator will be sent to the Private School Evaluation Team.
- The Private School Evaluation Team will hold a formal meeting with the parent/guardian and the private school.
- If formal testing is recommended, then consent to evaluate or re-evaluate is secured, if deemed appropriate.
- If formal testing is recommended, the assigned psychologist will coordinate the evaluation.
- A meeting will be held to review the results and student's eligibility following the completion of the evaluation process.
- If there are any questions regarding this process, please contact AnSeing Partridge at [a\\_partridge@dadeschools.net](mailto:a_partridge@dadeschools.net) or (305)995-2707.