

# How to Request an Evaluation for a Non-Miami Dade County Public Schools (M-DCPS) Student Private School Evaluation Process

Parent/Legal Guardian/Adult Student are directed to the MDCPS Parentally Placed Private School website: <http://privateschoolsidea.dadeschools.net>

Click on the Private School Evaluation and Review Request tab to access the “Parent E-Intake for Non-MDCPS Students” link. [Parent E-Intake for Non-MDCPS Students](#)

Through this intake link parents/guardian/adult students can request an Initial Evaluation, Reevaluation, IEP Transfer and/or Matrix Review.

## Procedures:

The following procedures are provided to facilitate the process of locating, identifying, evaluating and/or reevaluating all children with disabilities in private schools. **This process is also referred to as Child Find.**

- Once the request is received, District Exceptional Student Education (ESE) Staff will review and send the parent/legal guardian/adult student an email with the next steps in the process, including dates for an initial meeting to discuss the student’s needs.
- The email will also indicate the documents needed to proceed. Some documents are required while others are highly recommended.
  - One of the required documents is the [Consent for Mutual Exchange of Information](#) which allows M-DCPS to exchange information with other entities as listed by the parent/legal guardian/adult student.
- All documents collected will be sent to the Evaluation Team.
- The Evaluation Team will hold a formal meeting with the parent/guardian/adult student and the private school within 30 days of receipt of request.
  - Students that **do not** have an MDCPS ID number must be registered.
    - Registration requires the submission of the following documents: Student Birth Certificate, Parent ID (driver’s License or passport), Utility Bill, 8013 Enrollment Form, Home Language Survey.
- If formal testing is recommended, then consent to evaluate or re-evaluate is secured.
- If an initial evaluation is necessary, an evaluation will be conducted within 60 days after consent is signed.

- Once the evaluation is completed and reports have been reviewed, a meeting will be held within 30 days of report submission to review the results and to determine student eligibility.

## Considerations:

- Submit only one (1) form per student otherwise duplicates are created, and this may impede the process.
- 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.

## Contacts:

If there are any questions regarding this process, please contact AnSeing Partridge at [a\\_partridge@dadeschools.net](mailto:a_partridge@dadeschools.net) or (305)995-2037 or If you have any concerns regarding the submission of the Parent Intake, please email [Privateschools@dadeschools.net](mailto:Privateschools@dadeschools.net) with the subject line: "Evaluation Request for Non-MDCPS Students."