



Private School Evaluation 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 E-Intake for Non-MDCPS Students” link. [Parent E-Intake for Non-MDCPS Students](#)

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 ESE Staff will review and send the parent/legal guardian/adult student an email with the next steps in the process and 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 MDCPS to exchange information with other entities as listed by the parent/legal guardian/adult student.
- All documents collected ~~submitted~~ 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, 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.

If there are any questions regarding this process, please contact AnSeing Partridge at 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 with the subject line: "Evaluation Request for Non-MDCPS Students."

