

Miami-Dade County Public Schools  
 Department of Exceptional Student Education  
**Reevaluation Procedures for Parentally-Placed Private School Students**



The following procedures are provided to facilitate the reevaluation process  
 for children with disabilities in private schools.

Exceptional Student Education (ESE) Service Center - Private School Intake (PSI) Offices <a href="http://privateschoolsidea.dadeschools.net/">http://privateschoolsidea.dadeschools.net/</a>	
NORTH	SOUTH
iTech @ Thomas Edison Educational Center 6101 N.W. 2nd Avenue Building 2, Room 177 Miami, Florida 33127 305-756-2132   305-756-2135 (Fax)	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 list of items should be secured to properly prepare for the reevaluation meeting:

- Grades, work samples, attendance records, and discipline records
- Any standardized test scores
- Any private medical, psychoeducational evaluations
- Any individualized interventions; the templates 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](#))

The following documents are required:

- Private School Intake - Referral Cover Page
- The Reevaluation Team (RT) Meeting Teacher Feedback Information form – found on the website
- Two Teacher Observations – found on page 2 of the RFA packet ([Form # 7073](#)) – also found on website
- Consent Form for Mutual Exchange of Information - [Form # 2128](#)

**2. The guardian delivers the completed packet to the Private School Intake Office nearest the child's private school.**

- The PSI Receptionist will review the documentation, inform the parent if any additional information is needed, and provide a Receipt of Private Evaluation or Documentation ([FM # 7087](#)) when the packet is complete.
- The PRI Receptionist will forward the completed packet to the PSI Coordinator, who will also review the packet, to schedule the Reevaluation Team(RT) meeting.

**3. The guardian will receive a Notification of Meeting stating the day and time of their RT appointment.**

- At the RT meeting, all the collected data will be reviewed & discussed – *this concludes the RT Evaluation.*
- If, additional (formal assessment) data is deemed necessary by the RT, a Consent for Reevaluation ([FM # 4961](#)) will be secured.
- **Please note:** Private school teacher is **required** to participate in this meeting (in person, by phone, in writing)

**4. If additional testing is granted, the reevaluation is scheduled and conducted at a PSI Office or MDCPS School.**

**5. The guardian will receive another Notification of Meeting stating the day and time of their Staffing appointment.**

- At this appointment, a review of the reevaluation results will be conducted.

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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