

Miami-Dade County Public Schools
Department of Exceptional Student Education

Initial Evaluation Procedures for Parentally-Placed Private School Students



The following procedures are provided to facilitate the Child Find process for locating, identifying, and evaluating all children with disabilities in private schools.

Exceptional Student Education (ESE) Service Center - Private School Intake (PSI) Offices http://privateschoolsidea.dadeschools.net/	
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 could be used to support the request and demonstrate the Strengths and Limitations of a child:

- Grades, work samples, attendance records, and discipline records
- Any standardized test scores
- Any private medical, psychoeducational evaluations
- Any individualized interventions; the plans 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
- Request for Assistance (RFA) packet - [Form # 7073](#)
- Two Teacher Observations – found on page 2 of the RFA packet
- Consent Form for Mutual Exchange of Information - [Form # 2128](#)
- Sensory screening information (vision & hearing)
 - School Entry Health Form provided by Pediatrician; if Not available, please use forms listed below
 - Vision – [Form # 2125](#)
 - Hearing – [Form # 7409](#)
- For a student who does NOT have a M-DCPS student identification number, the following is also required:
 - Completed MDCPS Student ID Information Packet
 - Copy of student Birth Certificate
 - Copy of parent Driver's License
 - Copy of a FPL Bill or Lease Agreement

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 documentation 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 School Support Team (SST) meeting.

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

- At the SST meeting, all the collected data will be reviewed and discussed, and if deemed appropriate by the SST, a Consent to Conduct and Evaluation ([FM # 4961](#)) will be secured.
- **Please note:** Private school teacher is **required** to participate in this meeting (in person, by phone, in writing)

4. An evaluation 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 assessment results will be conducted and ESE eligibility determined.

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 if further information is needed

9.12.18