



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

<http://privateschoolsidea.dadeschools.net/>

1. **Parents/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.** To access any of the forms listed, click on the links provided.

The following documents **are required**:

- Private School Intake (PSI) - Referral Cover Page
- Request for Assistance (RFA) packet – Form 7073 <http://forms.dadeschools.net/webpdf/7073.pdf>
- Two Teacher Observations – found on page 2 of the RFA packet
- Consent Form for Mutual Exchange of Information Form 2128 <http://forms.dadeschools.net/webpdf/2128.pdf>
- Sensory screening information (vision & hearing)

The following documents **can be used** to support to prepare for the RT meeting:

- Grades, work samples, attendance records, and discipline records
- Any standardized test scores
- Any private medical, psychoeducational evaluations

2. If a change in special education disability eligibility is being considered, then the following is recommended:

- Sensory screening information (vision & hearing)
 - Vision – Form 2125 <http://forms.dadeschools.net/webpdf/2125.pdf>
 - Hearing – Form # 7409 <http://forms.dadeschools.net/webpdf/7409.pdf>
 - School Entry Health Form provided by Pediatrician; if Not available, please use forms listed below
- Any individualized interventions: the plans below could be used to document private school efforts:
 - RtI Academic Intervention Plan Form 6290 <http://forms.dadeschools.net/webpdf/6290.pdf> , if academic concerns (**for Private School completion**)
 - Social Emotional-Behavioral Intervention Plan (SE-BIP), Form 6287, <http://forms.dadeschools.net/webpdf/6287.pdf>, if behavioral concerns (**for Private School completion**)
 - Must also include the MTSS Structured Interview Form 6660 <http://forms.dadeschools.net/webpdf/6660.pdf> (**for Private School completion**)

3. The guardian delivers the completed packet via email to ESE Support ese@dadeschools.net or by fax to 305-666-1250 or to the address below. **When emailing, please write PSI EVALUATION on the subject line of email.**

- A Receipt of Private Evaluation or Documentation FM 7087 <http://forms.dadeschools.net/webpdf/7087.pdf> will be provided when the packet is submitted.
- The PSI Team will review the documentation, inform the parent/school if any additional documentation is needed
- Once the packet is complete, the PSI Team will contact the guardian with a meeting date and time.
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4. The guardian will be contacted with the date and time of their Re-evaluation (RT) Team Meeting appointment.

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

5. An evaluation is scheduled and conducted at a PSI Office, M-DCPS School or Via Zoom.

6. Any evaluations completed will be transferred to the appropriate ESE Service Center, according to the student address.

- At this appointment, a review of the assessment results will be conducted, and ESE eligibility determined if applicable.