

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

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

NORTH	SOUTH
Shadowlawn Elementary 149 NW 49 th St. Room 3 Miami, Florida 33127 305-751-7525	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 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](#)

The following list of items can also be included to properly prepare for the reevaluation 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:

- School Entry Health Form provided by Pediatrician; if Not available, please use forms listed below
 - Vision – [Form # 2125](#) and Hearing – [Form # 7409](#)
- Any individualized interventions; the templates below could be used to document private school efforts:
 - Response to Intervention (RtI) Academic Intervention Plan ([Form # 6290](#)), if academic concerns
 - Social Emotional-Behavioral Intervention Plan (SE-BIP), ([Form # 6287](#)), if behavioral/ Social-emotional concerns and must also include the MTSS Structured Interview ([FM# 6660](#))

3. The guardian delivers in person the completed packet to one of the Private School Intake Office.

- 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.

4. The guardian will receive a Notification of Meeting stating the date 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 will be secured.
- **Please note:** Private school teacher is **required** to participate in this meeting (in person, by phone, or in writing)

5. If additional testing is necessary, the reevaluation is scheduled and conducted at a PSI Office or MDCPS School.

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