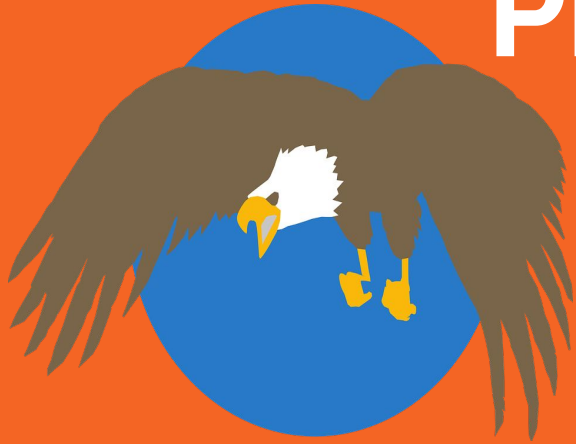


---

# The Evaluation Process



Mountain View School District

---

---

# Initial Evaluation



*The purpose of the evaluation is to determine if a student is eligible for special education services.*

---

---

# Evaluation Requests



*A request for an evaluation can be made by:*

- *School Staff*
- *Parents/Guardians*

---

# Family Requests



*Requests may be made in writing, or by contacting the Director of Special Services.*

---

---

## Two Criteria



- Must be found to have a disability
- Must require specially designed instruction

*Both criteria must be met in order to be determined eligible for special education services*

---

---

# Permission to Evaluate

---

**Must be returned to the school  
in order to begin the evaluation  
process**

**School Staff will conduct the  
evaluation.**

**The evaluation must be  
completed within 60 calendar  
days of the receipt of the  
signed permission to  
evaluate.**

**Unless returned during the  
summer or the timeline  
bridges the summer months.**

---

**Meeting will be offered to review results with families regardless of eligibility status.**

**School personnel included in the evaluation will provide an explanation of the information gathered, compiled, and evaluated in the report.**

---



---

# Evaluation Report

---

**Sent to families from school personnel after completion.**

**An Evaluation Report will include:**

- **Background information on the student, including historical personal, academic, and medical information.**
  - **Review of supports and interventions provided by school personnel**
  - **Results and explanation of the assessments conducted by school staff**
  - **Recommendations for consideration**
-

---

## If determined eligible for Special Education Services:



*An IEP team meeting will be scheduled to develop a plan based on the recommendations in the evaluation report.*

---

---

## If determined ineligible for Special Education Services:



*A Notice of Recommended Educational Placement closing out the evaluation and indicating the child will continue in general education will be presented to the family.*

---

**For more  
information  
contact:**

Mrs. Erica Loftus  
Director of Special Services  
Mountain View School District  
eloftus@mvsd.net  
(570)434-8437

---