



October 15, 2018/ Amended October 11, 2019

To: Site Principals
Site Case Managers

From: Becky Bryant
Director
Special Education Department/SELPA

Re: Change in process for Initial Evaluations

In order to address systemic compliance issues and improve the monitoring and accountability of timelines, the Special Education Department is making some minor changes in the way that Assessment Plans are processed for initial assessments. Please review this memo carefully and follow these steps when responding to a request or recommendation of an initial evaluation for possible eligibility for special education services. Please pay particular attention to the time requirements associated with several of the steps in this new process to ensure compliance with mandates:

- When a written request for testing is submitted by a parent/guardian or as the recommendation of an SST Team, the parent letter or SST form is **immediately** scanned and emailed to SPEDreferrals@scusd.edu. **The immediacy of this task cannot be over-emphasized.** (Prior to emailing the form to the email address, please date stamp the letter with the date received as sometimes parents write letters and date them and turn them in several days later.) This email address will become operational on October 22, 2018; until then please follow the previous process for processing assessment requests and legal timelines.
- When there are multiple possible case managers at a site, the site administrator in charge of special education will identify the case manager to be assigned to the new referral. The name of the assigned case manager will be added to the email. Also in the body of the email, please include the student's initial, birthdate and local ID number in the event that there are multiple students in Infinite Campus with the same name.

- The Program Records Technician will open the SEIS file, noting the original referral date. The student will be added to the identified case manager's caseload. She will email the case manager and Principal to notify them that the student has been added to SEIS.
- If the request for testing is originated from the parent, the site should schedule an immediate SST to gain more information regarding the parent concerns and to understand what the parent is seeking out in the testing:
 - if an SST is held, it must be done within the 15-day window and an assessment plan given to the parent on or before the 15th day;
 - if the SST team recommends interventions and the parent approves interventions rather than special education testing, the parent must rescind their request for assessment in writing in order to stop the timeline.
 - If parent rescinds request for assessment in writing, the case manager will scan and attached the letter to the SPEDreferrals@scusd.edu email address for the Program Records Technician to process and move the file from pending to inactive.
- The case manager will generate the Assessment Plan (SE-7) and Prior Written Notice, contact the team members for the assessment plan sign off, and present the assessment plan to the parent/guardian within 15 days of the receipt of initial request.
- Notifications will be delivered via district email alerting the case manager and principal of the 15-day timeline at 15 days, 7 days 1 day and when the timeline is overdue. Parents will also receive notices when the 15-day and Overdue milestones have been reached. Once the SE-7 is signed by the parent/guardian **and** uploaded into SEIS, the email notifications for the 15-day timeline will discontinue.

October 11, 2019

- Additional notifications to the Initial Assessment/IEP cycle will be implemented on October 15, 2019
- Notifications regarding the 60 day timeline for the Initial Assessment/ IEP cycle will be implemented on this date
- Notifications will be delivered via district email alerting the case manager and principal of the 60-day timeline at 60 days, 45 days, 30 days, 15 days, 5 days, when Overdue and at Closure.. Parents will also receive notices at 60 days, 15 days, 5 days and Overdue milestones have been reached. Notice of Closure once the IEP has been held will go to all parties.
- On October 15, 2019, you may receive all of the notifications for a single student's IEP cycle since the system has to cycle through one full cycle to then center on the next timelines due

- Please understand this is a normal process when implementing a dated notification system; if you feel that notifications are coming to you in error, please notify me at beckybr@scusd.edu so that I can troubleshoot the issue and work with the IT Department to remediate the issue
- There will be two more short notification cycles in the Initial Assessment/IEP Cycle which will be implemented in a couple of weeks
- *As new Notifications are added to the system over the course of this school year, new information and instructions will be added to this memo. In the meantime, if there are any questions, please contact your Program Specialist or Special Education Supervisor assigned to your site.*

Thank you.