# PRESCHOOL EVALUATION AGENDA

1. **Introductions; Roles; Purpose of the visit**

2. **Explanation of Procedural Safeguards**

3. **Review of Existing Data Completed with Team Present and documenting team decision**

4. **Permission to Evaluate (if additional data is to be collected)**

5. **Prior Written Notice for Review of Existing Data/Collection of Additional Data**

6. **\*\*\*Other team members starting evaluation\*\*\***

7. **Evaluation completed**

8. **Schedule Eligibility Meeting and IEP Meeting**
   **(Parents informed that next steps are to determine eligibility and develop an Individualized Education Program (IEP) for their child (must be developed within 30 days of eligibility but most often occurs in conjunction).  Goals and services to be determined at the IEP Meeting.)**

9. **If eligibility is imminent parents informed about preschool program (curriculum, hours, days, service delivery models).**

10. **Parents receive registration forms & immunization information.**

## <u>PRESCHOOL EVALUATION AGENDA (SAMPLE #2)</u>
### (Eligibility Completed day of evaluation and sent to school for IEP)

1. **Introductions; Roles; Purpose of the visit**

2. **Explanation of Procedural Safeguards**

3. **Review of Existing Data (if previous private or AzEIP Reports)**

4. **Permission to Evaluate**

5. **Prior Written Notice**

6. **\*\*\*Other team members starting evaluation\*\*\***

7. **Multidisciplinary Evaluation Team Meeting to discuss strengths and needs of your child (what your child knows, understands and is able to do now?)**

8. **Determine your child's eligibility; obtain signatures**

9. **Prior Written Notice**

10. **Parents informed about preschool program (curriculum, hours, days, service delivery models).**

11. **Parents receive registration forms & immunization information.**

12. **Parents informed that next step is to develop an Individualized Education Program (IEP) for their child within 30 days. Goals and services to be determined at the IEP Meeting. Classroom team will call the parent to set up meeting at the school. Parent may register at any time before or day of meeting, but must be registered at the school office before the meeting.**

13. **Complete the Evaluation Report (written report to be provided to classroom teams within 1 week).**

## AGENDA FOR _____'s Individual Education Plan
## IEP Meeting

- **Introductions/Roles*: Purpose of the Meeting**
  **(ie: review or develop the IEP; to make decisions; inform, plan, solve problems , track progress, team build, celebrate, learn, report)**

- **Explanation of Procedural Safeguards**

- **Brief review of Assessment Info (where we've been); Teacher signs that she has reviewed MET.**

- **Close out previous goals.**

- **Strengths and Needs of your child - Present Levels of Performance**
  **(What your child knows, understands and is able to, do now).**

- **IEP Goals and Objectives**
  **(What do we want your child to know, understand and be able to do one year from now?)**

- **Services/Amount of Time/Placement**
  **(Where can we best meet the needs of your child?)**

- **Adaptations/Modifications/Equipment needed to implement the goals.**

- **Consideration of Special Factors**

- **Consent for Initial Placement (if applicable)**

- **Prior Written Notice**

- **Signatures of those that participated in the development of IEP.**

**_____'s**

# ELIGIBILITY

# AND

# INDIVIDUAL EDUCATION PROGRAM (IEP)

1.  **Introductions/Roles; Purpose of the Meeting**

2.  **Explanation of Procedural Safeguards**

3.  **Current Assessment Info (each area)**

4.  **Strengths and Needs of your child**
    - ➢ **What your child knows, understands & is able to do now? (Present Levels of Educational Performance – PLEP)**

5.  **Determine Eligibility – Signatures**

6.  **I.E.P. Goals & Objectives**
    - ➢ **What do we want your child to know, understand & do a year from now?**

7.  **Placement/Services/Amount of time can the goals be implemented?**

8.  **Adaptations/Modifications & Equipment needed to implement goals?  Consideration of Special Factors?**

9.  **Consent for Initial Placement Signature (if applicable**

10. **Signatures of Participants**

**  (personalize)                              's Review of Existing Data**

1.   **Welcome & Introductions; Roles; Purpose of the meeting**

2.   **Overview of Agenda**

3.   **Explanation of Procedural Safeguards**

4.   **Review Existing Data**
   - **Parent Input**
   - **Outside Evaluations Provided by Parents**
   - **Prior Evaluations**
   - **Current Classroom Based Assessments/Report Cards**
   - **Current Classroom Based Observations**
   - **Teacher and Special Education Specialists' Observations**
   - **Additional Information**

5.   **Is further evaluation needed to help determine:**
   - **Continued Eligibility**
   - **Present Levels of Educational Performance**
   - **If any additions or modifications are needed to enable student to meet annual goals and participate, as appropriate, in the general education curriculum.**

6.   **IEP Team's Recommendation**

7.   **Permission to Evaluate (if necessary)**

8.   **Review/Summary of Recommendations; Prior Written Notice; obtain signatures**

9.   **Action Plan for Follow-up Activities/Determine schedule Multidisciplinary Evaluation Team meeting to review evaluation and determine eligibility.**

10.  **Distribute copies**

**(personalize)_____'s Multidisciplinary Evaluation Team
Eligibility Meeting Agenda**

1. **Welcome & Introductions; Roles; Purpose of the meeting**

2. **Overview of Agenda**

3. **Explanation of Procedural Safeguards**

4. **Review of Evaluation(s)**

5. **Summary of Strengths and Weaknesses**

6. **Determine Eligibility**

7. **Review/Summary; Prior Written Notice; obtain signatures**

8. **Distribute copies**

9. **Develop Individual Education Plan within 30 days.**

# _____'s TRANSITION CONFERENCE AGENDA**

**(Service Coordinator thanks family or school district for hosting the meeting)**

1.  **Purpose of the meeting**

2.  **Introductions; explain roles; (SC, AzEIP Team members, family and guests of family, child (if present), program representatives from School District, Head Start, Private Preschool, Child Care or other programs parent has invited)**

3.  **Review or obtain Permission to Share Information**

4.  **\*Transition Team (SC, AzEIP Team Provider members, and family describe current developmental and medical history, including IFSP's current Summery of Present Levels of Development.**

5.  **\*Program Representative Share Information about their programs**

6.  **Questions and Answers**

7.  **Discussion with Family for Point of Referral**

8.  **PEA Notification/Referral Form (if family is ready); with records (if not previously given)**

9.  **Conclusion of Transition Conference ~ Proceed to Referral for Transition Conference**

**Notes:**

- **\*4 and 5 may be reversed based on transition team's preference**

- **The Transition Conference is scheduled and facilitated by AzEIP Service Coordinator**

- **The Transition Referral Conference is facilitated by the school district representative.**

- **AzEIP Service Coordinator completes *Transition Conference Summary Form* and disseminate copies**

REFERENCED FROM Essential Facilitation for Individualized Education Program Meetings
JDL & Associates LLD

# TRANSITION REFERRAL MEETING*
## (school district facilitates)

1. **Procedural Safeguards Notice (provide brief explanation)**

2. **Prior Written Notice for Referral and Review of Existing Data**

3. **Begin Review of Existing Data (explain to family that this process will be completed when they arrive for evaluation and all team members are present)**

4. **Schedule appointment for hearing and vision screening (or complete vision and hearing at transition conference)**

5. **Schedule evaluation**

6. **Determine if family would like their AzEIP Service Coordinator to attend the IEP Meeting**

7. **Parents given Preschool Handbook and Registration/Immunization Information**

8. **Conference Summary Form Completed**

9. **Next Steps for Parents:**
   - **Return on Evaluation Date to:**
   - **Determine if further evaluation is necessary**
   - **Sign permission to evaluate**
   - **Child will receive evaluation**
   - **District will schedule an Eligibility and Individual Education Plan (IEP) meeting**

10. **Parents informed that next step after evaluation:**
    - **Determine eligibility**
    - **Develop an Individualized Education Program (IEP) for their child within 30 days of the Eligibility Meeting.**
    - **Goals and services to be determined at the IEP Meeting.**
    - **Parent may register at any time before or day of meeting, but must be registered at the school office before the child begins.**

**\*May occur at the evaluation appointment**