Notice and Consent for Evaluation

Information relating to Notice and Consent for Evaluation can be found in Section C of the Special Education Handbook. Please file this information with Section C – Verification Procedures.

Questions to Ask Before Generating a Notice and Consent for Evaluation Form

The ability to generate a Notice and Consent for Evaluation on Infinite Campus is only available to Special Education staff members (Special Education Teachers, Psychologists, and Special Education Supervisors).

This is to ensure that appropriate procedures are followed and that the parent has been given prior written notice which includes informed consent before they sign a Notice and Consent for Evaluation.

Before generating a Notice and Consent for Evaluation, please ask the following questions:

1. Have two SAT meetings been held?
2. Are the SAT notes filled out in entirety on Infinite Campus?
3. Do the SAT notes include the interventions AND data?
4. If it is a parent request, has the Special Education Supervisor or Psychologist been contacted?

If you have any questions, please contact either your Special Education Supervisor or Psychologist before generating a Notice and Consent for Evaluation.

Completing items 8 and 9 on the Notice and Consent for Evaluation Form

Items 8 and 9 require that a specific name be written in the blanks. Item number 8 requires the name of a person who is knowledgeable about special education processes and procedures. Item number 9 can be the name of someone in the building who knows how to process the form once it has been signed and returned by the parent.

Please be sure to provide a copy of the signed Notice and Consent for Evaluation form to each member of the evaluation team (Speech, Occupational Therapist, Physical Therapist, etc.).