



The Evaluation Process

Susquehanna Community School District
Susquehanna, Pennsylvania



Initial Evaluation

The purpose of an evaluation is to determine if a student is eligible for special education

Evaluation requests can be made by

- school staff
- or
- families

Family requests

for a school evaluation should be made

- in writing
OR
- by contacting the special education
department

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Special Education Supervisor

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2 Criteria

must be met to be found eligible for special education

The multidisciplinary team evaluation must determine the student

- 1.) has a disability
- 2.) requires specially designed instruction

Permission to Evaluate

Sent To: Family

Sent From: School Personnel

A permission to evaluate will be sent to the parent or guardian of the student to inform the family of the proposed evaluation, including what assessments will be completed.

An evaluation cannot begin without permission from the parent or guardian with educational rights.

Permission to Evaluate

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

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.

School staff will conduct assessments to determine eligibility.

Evaluation Report

Sent To: Family

Sent From: School Personnel

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
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Evaluation Report

Meeting held to
review the results

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

If determined eligible for special education

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

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 on the

Evaluation Process

Contact the Special Education Department

Elizabeth Shivock, Special Education Supervisor
(570) 853-4921 eshivock@scschools.org

