

School Site Procedures for Private Evaluations for Gifted

As per School Board Rule 6Gx13-6A-1.331, *Policies and Procedures for the Provisions of Specially Designed Instruction and Related Services for Exceptional Students*, the results of private evaluations must be considered. Reports produced outside Miami-Dade County Public Schools (M-DCPS) may be used in program planning or eligibility determination. The intent of these procedures is to use all available information provided by parents in a timely and efficient procedure to meet the various needs of the students.

When a private evaluation is delivered to a school the procedures are as follows:

1. The parents/guardians must submit the report to the coordinator of the Student Support Team (SST). The coordinator at their child's school will date stamp the report and give the parents the **Receipt of Private Psychological Evaluation** letter (FM 7087).
2. Request parents/guardians to complete the **Consent Form for Mutual Exchange of Information** (FM 2128) between M-DCPS and the professional completing the private evaluation. This form provides the opportunity for the school psychologist to speak with the private evaluation psychologist/school psychologist and, if needed, to request copies of protocols to review from the evaluator. If parents choose not to complete FM 2128, the coordinator should note the refusal on the form. It is not necessary for parents to sign the Mutual Exchange of Information form in order for school psychologist/appropriate school personnel to review the submitted report.
3. Request parents/guardians to complete the **School Support Team Request for Assistance Form** (FM 7073) indicating the areas of concern that they would like addressed. Completion of this form assists the SST in initiating the process and the review of the private psychological report.
4. Request parents/guardians to complete the **Notice of Intent and Parental/Guardian Consent to Conduct an Evaluation** (FM 4961) in order to review the outside evaluation and/or conduct additional assessment if needed.
5. Provide parents/guardians with a copy of the **Procedural Safeguards for Exceptional Students who are Gifted**, available through the Special Education Electronic Management System (SPED-EMS) or at <http://advancedacademicprograms/dadeschools.net/forms>.
6. Request the teacher(s) who provide (or have provided) academic instruction to the student to complete the **Gifted Characteristics Checklist** (FM 7051). If the student currently attends a private school, the *Gifted Characteristics Checklist* should be completed by the private school teacher and submitted to the SST coordinator.

7. For students who would potentially meet gifted eligibility under part B of State Board Rule, 6A-6.03019, FAC, *Special Instructional Programs for Students Who are Gifted* (Plan B), the SST coordinator should also obtain a *Home Language Screening* (FM 4219) from the parents/guardians, the *William's Scale* for Creativity from the student's teacher(s), and complete the appropriate *Plan B Gifted Matrix* form.
8. The *Consent for Evaluation* and *SST Conference* date must be logged into ISIS PF 17 in order to open the case.
9. The original gifted referral forms (FM 7087, FM 2128, FM 4961, FM 7073, FM 7051, and Plan B forms, if needed) should be attached to the submitted private evaluation and stored in the student's cumulative folder. A copy of the gifted referral forms and attached evaluation should be given to the SST coordinator to be submitted the Regional Center SPED Office.
10. Once the referral has been opened at the Regional Center SPED Office and logged in ISIS PF 16, the school psychologist will conduct a review of the outside evaluation by using ***Review of Psychological Reports Originating Outside Miami-Dade County Public Schools*** (FM 4189) ensuring that the school psychologist/psychologist is appropriately credentialed and has administered approved instruments as per School Board Rule 6Gx13-6A-1.331. The school psychologist will follow the procedures outlined in the *Psychological Services Manual* and complete the ***Private Evaluation Psychometric and Intervention Data form*** (FM 6966), as a part of the documentation of information to be used for eligibility determination.
11. If necessary, the school psychologist will refer the case to the SPED Center Chairperson of Psychological Services when the private evaluation indicates a discrepancy of 15 or more points on measures of intellectual functioning between the current private evaluation and other public or private evaluation(s). The SPED Center Chairperson will convene a committee for a review IQ score discrepancy and complete ***Review of IQ Score Discrepancy of 15 Points or More between Tests*** (FM 5373).
12. If after considering the private evaluation for gifted, further testing is deemed necessary; e.g., the private evaluation was not scored correctly, etc., testing will be conducted and a report summarizing assessment findings will be generated.