



Child Study Team Process for Testing & Evaluation

Testing Requested by:

Parent/Guardian

Parent request is in writing?

NO

YES

Principal or CS Coordinator to obtain request in writing and forward to Elem Special Ed. Supervisor. (SES)

Instructional Management Team or Child Study (CS) Team

Schedule a child study meeting to include NCRESA School Psychologist and Elem SES.
~If written parent request for testing CS meeting must take place within 10 calendar days.

Team determines **Diagnostic** testing is needed.
The purpose of diagnostic testing is to find out more information about the student and plan interventions.

OR

Team determines **Formal** testing is needed.
The purpose of formal testing is to determine eligibility for special education programs & services.

- Elem SES obtains parent signature on Diagnostic Testing Form
- If Parent requested testing, Elem SES to obtain parent signature on Rescind form
- Elem SES submits copy of signed Diagnostic Testing Form and copy of SIDR to NCRESA School Psychologist assigned to district
- Elem SES to inform Special Ed. Secretary
- Special Ed. Secretary to enter in testing database

- Elem SES creates REED and secures signatures from staff and parent.
- Elem SES reviews SIDR to insure 'rule-outs' page is complete
- Elem SES submits REED and child study documentation to Special Education Secretary for processing
- Copy of REED and child study documentation to be placed in child study file

A follow up child study meeting is held in 6 weeks to review results.
Is formal testing needed?

YES

NO

Further interventions are planned in Levels 1-3. (General Education)