

# PROCEDURES FOR EVALUATING SPECIAL NEEDS of STUDENTS

- Teacher observes the student.
- Teacher intervenes with the student.
- Teacher contacts the parents.
- Teacher writes a report describing actions taken, frequency of observations, summary of existing assessments.
- Teacher refers student to:

School principal

School Principal requests Additional Educational assessment or consultation as needed.

School principal **sets up Ad Hoc** Committee meeting.

May result in:

No need for intervention at this point.

Commencement of I.E.P. process may include the following :

- student
- parents
- administrators
- teachers
- professionals, para-professionals
- external agencies

Set date of review.

Further assessment by teacher, professional or external agency.

Follow-up Ad Hoc Committee Meeting.

No need for intervention at this point.

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- student
- parents
- administrators
- teachers
- professionals, para-professionals
- external agencies

Set date of review.