
Adding a Test After Permission Has Been Received

Background:

There are instances where the team decides additional testing is necessary after the original Evaluation Plan has been signed and testing has started.

WCED (Policy, Procedure, Recommendation):

You would like to add an assessment before the Evaluation Report Meeting and within enough time to finish testing within the original testing period:

- 1) Call the parent to explain the situation and reason for wanting to add the additional testing. If the parent is in agreement with the additional testing, start the new assessment. You could have parents email saying they are in agreement with adding the assessment as an additional piece of support for beginning the additional testing.
- 2) Finalize the first Evaluation Plan.
- 3) Create a new Evaluation Plan with only the new test. The date on this Evaluation Plan should be the actual date this assessment was added (e.g. will not match the date of the original Evaluation Plan) and you will follow the 30 day timeline of the original Evaluation Plan. For this Evaluation Plan/Prior Written Notice, document the conversation you had with parents regarding the addition of the assessment (see #1) to show that parents were in agreement.
- 4) Have parent sign the second Evaluation Plan at Evaluation Report meeting. Proceed with meeting and IEP planning (if necessary), as you typically would.

You would like to add an assessment before the Evaluation Report meeting but there is not enough time to complete testing before Evaluation Report meeting:

- 1) Call the parents to explain the situation and reason for wanting to add additional testing.
 - a) If the parents agree with the addition and the student meets criteria for initial qualification or through a re-evaluation hold the Evaluation Report meeting within the 30 day timeline of original testing permission. If this was a re-evaluation you could wait to write the new IEP if you still have time left on the old IEP, until the additional information is ready.
 - b) If parents agree and the student Did Not Qualify, do not have the Evaluation Report meeting until the additional testing is done. Send the original Evaluation Report with the original testing results to parents within 30 days of receiving the original testing permission.
- 2) Create a new Evaluation Plan (finalize the original Evaluation Plan first) with only the new test. The date on this Evaluation Plan should be the actual date this assessment was added (e.g. will not match the date of the original Evaluation Plan). For this Evaluation Plan/Prior Written Notice, document the conversation you had with parents regarding the addition of the assessment (see #1) to show that parents were in

agreement. Have parents sign this second Evaluation Plan at the Evaluation Report meeting.

- 3) Administering the additional assessment will hopefully not take 30 days.
- 4) Upon completion of the additional testing, create a new Evaluation Report (finalize the first Evaluation Report first) with a new date. Bring the information from original Evaluation Report forward and add additional information and the results of the new testing. Summarize your reasoning for adding the additional assessment in the background information.
- 5) Upon completion of the additional testing, hold an Evaluation Report meeting and proceed as you typically would.

The team decides to add additional testing during the Evaluation Report meeting.

- 1) Finalize the original Evaluation Report and start a new one.
- 2) Create a new Evaluation Plan/Prior Written Notice and describe the situation.
 - a) You do not need to include tests that were completed for the original evaluation, but they can be included if you prefer.
 - b) It is not required to list a File Review on the Evaluation Plan and you can if it is your practice.
- 3) When considering the information completed for the original evaluation:
 - a) If the student Did Not Qualify after original testing was completed, no IEP needs to be written.
 - b) For a re-evaluation, you could wait to write the new IEP if you still have time left on the old IEP, until the additional testing is completed or you could write a new IEP reflecting the information gathered on the original assessment.
 - c) If this was an Initial Evaluation and the student meets criteria, situations vary and it is recommended that you contact your coordinator.
- 4) Upon completion of the additional testing, create a new Evaluation Report with a new date. Bring information from original Evaluation Report forward and add additional information and the results of the new testing. Summarize your reasoning for adding the additional assessment in the background information.
- 5) Schedule an Evaluation Report/IEP meeting to discuss the results of the assessment.
- 6) If student is already in Special Education then there would need to be a new IEP written to reflect the new testing information.