

## **Procedures for Nonpublic/Private School Request for Evaluation**

1. The process and requirements for nonpublic/private school requests for evaluation are the same as the public school process.
2. If a parent, who is a resident of the District, is requesting an evaluation for a suspected disability, the parent calls the Department of Student Services office at 216-371-7435 to obtain the School Age Request for Assistance form. This form should be completed in partnership with the non-public/private school and returned to the Department of Student Services. A release of information form is also sent to the parent so that the District is able to communicate and obtain information from the nonpublic/private school. If the Request for Assistance does not include sufficient information, prior written notice will be sent to the parent/guardian requesting additional information.
3. It is imperative that the nonpublic/private school and parent clearly define their concerns and how these concerns are manifested by the child at school. The parent and nonpublic/private school staff will provide relevant information regarding the child's academic and behavioral performance and response to interventions.
4. A team meeting will be scheduled at the District. When considering if a disability is suspected a variety of assessment tools and strategies should be used to gather relevant functional, developmental and academic information. A medical or mental health diagnosis is considered, and sometimes required for certain disability categories, as a part of the process to determine a suspected disability. However, simply having a medical or mental health diagnosis does not mean a student will be eligible for services under the Individuals with Disabilities Education Improvement Act (IDEIA).
5. If a preponderance of data from multiple sources indicates that the child would not be eligible for special education, the district will send prior written notice to the parents indicating that the District will not be conducting an evaluation.
6. When a disability is suspected, the team will complete the Evaluation Planning form and all other forms required by Ohio Model Policies and Procedures. During the evaluation planning, it will be determined who will complete specific parts of the evaluation. If the nonpublic/private school has staff available that is qualified to conduct parts of the assessment, the team will collaboratively determine how the duties relating to the assessment will be shared.
7. At the conclusion of the evaluation, the team will reconvene to review the assessment data and determine eligibility. This meeting will be held at the District.
8. If the nonpublic/private school student is found eligible for special education services based on the results of the evaluation, and the student is a resident of the District, then the District will offer the child a free and appropriate public education (FAPE).
9. If the parent makes clear their intention to keep their child enrolled in a nonpublic/private school, the District will not develop an Individualized Education Program (IEP). The record will be sent to the Director of Student Services for consideration of a nonpublic Individualized Service Plan (ISP).

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216-371-7435