

# School District of Indian River County

## ESE/Student Services Department

### Gifted Services

#### Procedures for Review of Parent-Initiated Gifted Evaluations Completed at Private Expense

*Consistent with Florida State Board of Education Rule 6A-6.03313, results of independent evaluations obtained at private expense will be considered by the school district with respect to eligibility decision-making for exceptional student education services.*

To ensure that all available information is considered during educational decision-making, and to respond to parents' submission of private gifted evaluation results in a timely and efficient manner, district procedures for the "Review of Parent-Initiated Gifted Evaluations Completed at Private Expense" have been developed.

The procedures for consideration and review of parent-initiated private gifted evaluations are as follows:

1. The parent/guardians submit the private evaluation report to the school-based ESE Resource Specialist at the student's school. The ESE Resource Specialist will initial and document the date the report was received from the parent on the bottom right hand corner of the first page of the evaluation.
2. The school-based ESE Resource Specialist will request that the parents/guardians sign the *Parental Permission for Release of Information or Request for Review of Student Information* form. The form provides the opportunity for the school psychologist to speak with the private practitioner who completed the evaluation, and if needed, request copies of the protocols to review from the evaluator. If parents/guardians choose not to sign the Release of Information form, the ESE Resource Specialist will note this on the form. It is not required that the parents sign the Release of Information Form for the school-based school psychologist, designated district-employed school psychologist, or review committee to review the evaluation report.
3. The school-based ESE Resource Specialist will request that the parents/guardians sign the Parent Permission for Evaluation form to provide consent for review of the outside evaluation and/or conduct additional assessment, if needed. *Procedural Safeguards for Exceptional Students who are Gifted* will be provided to the parent.
4. The school-based ESE Resource Specialist will ask the student's current teacher to complete a *Request for Assistance – High Achieving* form and a *Checklist of Gifted Characteristics* questionnaire.
5. The school-based school psychologist, or designated district-employed school psychologist, will review the gifted evaluation report. Upon review of the evaluation report, the school psychologist will review the following elements:
  - a. **Insufficient credentials:** Whether the evaluator is credentialed as a licensed psychologist or school psychologist under Chapter 490.
  - b. **Discrepancy:** Whether there is a difference of 15 points (one standard deviation) or more between the intellectual ability score obtained through the outside evaluation

and a previously obtained intellectual ability score (obtained within the last three years). If an intellectual ability score is not available, a previous intellectual screening score (obtained within the last three years) should be used as the comparison point. If no intellectual ability score or intellectual screening score is available, an intellectual screening score should be gathered through district-assigned school psychologist, other than the school-based school psychologist, through the screening process.

- c. **Protocol irregularities:** If it is considered necessary by the school psychologist to obtain protocols, and a release of information form has been signed by the parent, the school psychologist will review whether the outside evaluator is the individual who wrote the report, whether a current edition of an intellectual ability test has been used for the evaluation, and whether there are any irregularities in the protocol documents.
  - d. **Data inconsistencies:** Whether data received from the outside evaluation is consistent with convergence of data (i.e., teacher report, test performance, classroom performance, academic history, anecdotal records, etc.) obtained within the school setting.
6. If none of the elements considered need further review, the school psychologist will notify the school-based ESE Resource Specialist to proceed with processing the referral, including requesting completion of the *Checklist of Gifted Characteristics* by the parent, collecting additional school-based data, completing the High Achieving Scoring Rubric, and holding an eligibility determination meeting. The school psychologist who reviewed the report, or school psychologist designee, will attend the eligibility determination meeting.
  7. If the school psychologist identifies that any elements suggest the need for further review, the school psychologist will bring the student's case to a district review committee consisting of at least three district-employed school psychologists. The district review committee will consider all data and review all of the aforementioned elements. The district review committee will document their findings and recommendations of the *Gifted Evaluations Completed at Private Expense - Case Review* form.
  8. Following the district committee's review, a *Review Committee Parent/Guardian Notification Letter* will be sent to the parents/guardians and a copy will be forwarded to the school's ESE Resource Specialist. If no further review is needed, the school psychologist will notify the school-based ESE Resource Specialist to proceed with processing the referral, including requesting completion of the *Checklist of Gifted Characteristics* by the parent and holding an eligibility determination meeting. The school psychologist who reviewed the report, or school psychologist designee, will attend the eligibility determination meeting.
  9. If it is determined by the district review committee that further data is needed, that data will be requested using the *Gifted Evaluations Completed at Private Expense – Additional Data Request* form and forwarded to the school-based team. Additional intellectual screening or intellectual testing data will be collected by a district-employed school psychologist not assigned to the referring school. Once the additional data has been collected, the district review committee will reconvene and make a final recommendation and document the recommendation on the *Gifted Evaluations Completed at Private Expense – Follow-Up Case Review Form*. Please note: If the district review committee cannot reach consensus in relation to the case, assistance in making a final recommendation will be requested from the Executive Director of Exceptional Student Education and Student Services.

10. Following the district committee's follow-up review, a *Review Committee Parent/Guardian Notification Letter – Follow-Up Review* will be sent to the parents/guardians and a copy will be forwarded to the school's ESE Resource Specialist. The school psychologist who reviewed the report, or school psychologist designee, will attend the eligibility determination meeting.