Dear Parent/Guardian,

After giving your permission today, your child will be evaluated by a school psychologist and/or other necessary professionals, such as a speech pathologist. The evaluation process looks at areas your child may be experiencing difficulties in at school. This evaluation is necessary in order to determine if your child is eligible for Exceptional Children's (EC) services based on NC State Guidelines. You may find the included definitions and procedures flowchart helpful. Please use the contact information listed below if you have any questions concerning this evaluation process.

_____

Commonly Used Acronyms

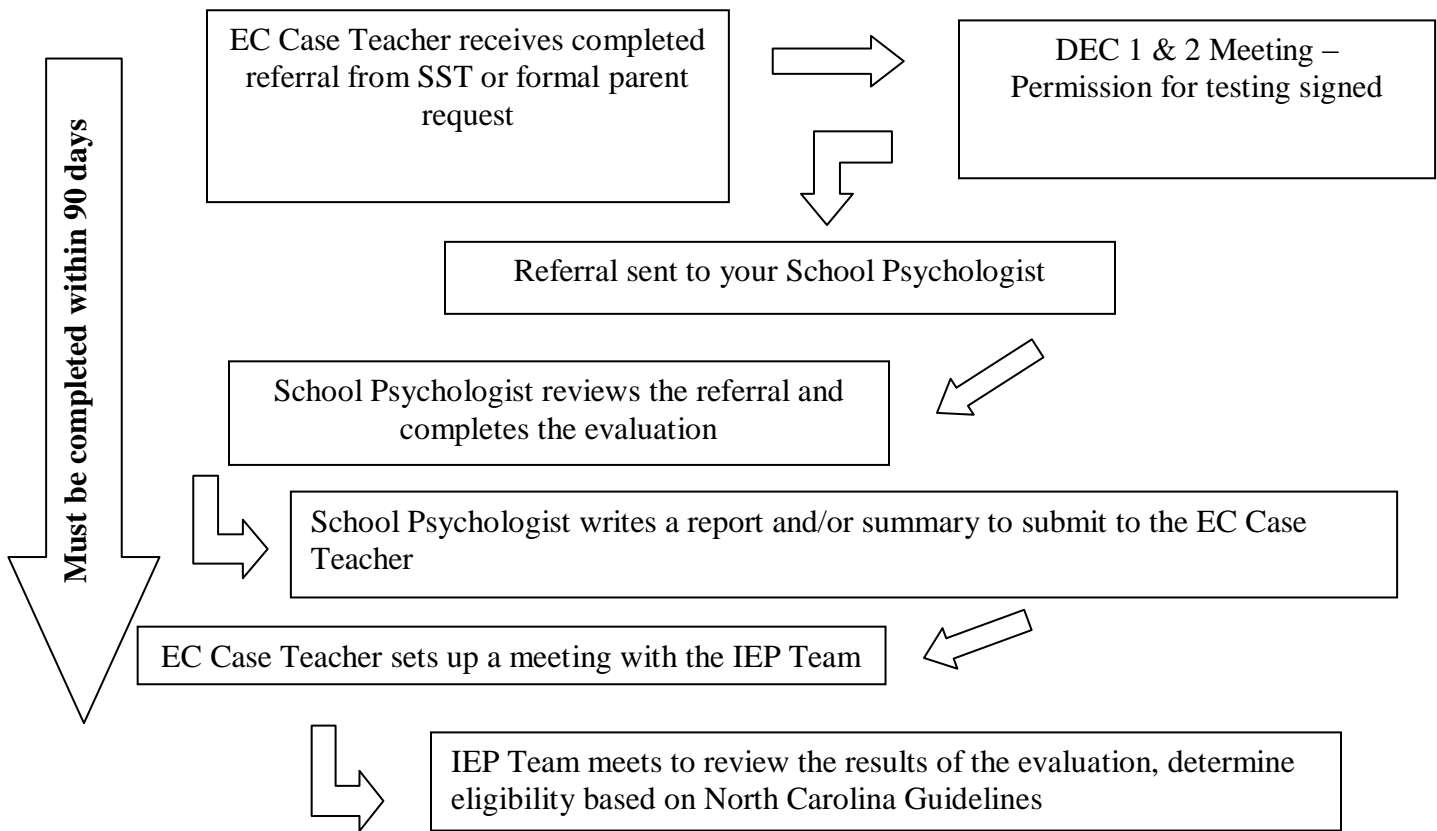| What You Hear	What It Stands For	What It Means
SST	Student Services Team	A regular education process designed to address and resolve student problems in learning and/or behavior. Each school has an SST.
RE Forms	Regular Education Forms	Forms designed to guide regular education processes implemented by the SST.
DEC Forms	Department of Exceptional Children Forms	Forms designed to guide the EC evaluation process, eligibility determination and, if appropriate, EC services.
EC	Exceptional Children	Specialized instructional services; commonly referred to as Special Education.
IEP	Individualized Education Plan	A written document of a child's current level of educational performance and an individualized plan of instruction, including the goals and objectives, specific services to be received, the staff who will carry out the services, the standards and timelines for evaluation progress, and the amount and degree to which the child will participate with typically developing peers.
LEA	Local Education Agency	A school district, such as Cumberland County Schools.

_____

Commonly Used Evaluation Tools/Terms*

Evaluation Tool/Term	What It Is
Research Based Interventions	Interventions developed by the SST that have proven and effective outcomes for students and are matched to the instructional need and level of the student.
Psycho-educational / Psychological Evaluation	Terms used to describe an evaluation completed by a School Psychologist.
Observation	A method of collecting information about a student by observing in a testing session and/or school environment.
Cognitive / Intelligence / Psychological Test	A tool used to measure a student's ability level and problem-solving skills.

Commonly Used Evaluation Tools/Terms (continued)

Educational Test   A tool used to measure a student's current reading, math, and writing skills.

Social / Developmental History   Information which describes a student's developmental, medical, and family history. May be collected by the Student Services Team and/or School Social Worker.

Adaptive Behavior   Information which describes a student's personal and social skills used for everyday living.

Discrepancy   Refers to a gap between a student's scores on an intellectual ability test and educational test.

* The appropriate evaluation tools are selected based on concerns pertaining to the individual student.

Procedures Flowchart for Initial Evaluations

Must be completed within 90 days

EC Case Teacher receives completed referral from SST or formal parent request

DEC 1 & 2 Meeting – Permission for testing signed

Referral sent to your School Psychologist

School Psychologist reviews the referral and completes the evaluation

School Psychologist writes a report and/or summary to submit to the EC Case Teacher

EC Case Teacher sets up a meeting with the IEP Team

IEP Team meets to review the results of the evaluation, determine eligibility based on North Carolina Guidelines

Contact Information

	Name	**Phone**	**Email**	**Contact for questions about:**
Case EC Teacher	_____	_____	_____@ccs.k12.nc.us	The evaluation process and EC services at the school.
School Psychologist	_____	678-2438	_____@ccs.k12.nc.us	The testing process.