

## CRITERIA FOR SPECIAL EDUCATION EVALUATIONS

The State and Federal special education laws require that the Hopkinton School District evaluate children with disabilities who are in need of special education and related services. The district evaluates children upon referral for special education and reevaluates educationally disabled children at least once every three years or when conditions warrant a reevaluation.

The District is committed to ensuring that each child's Individualized Education Program team bases its decision on reliable, and educationally sound, special education evaluations.

As a result, the District has established the following list of criteria for all special education evaluations the District conducts, uses, or funds. Special circumstances may justify deviation from these criteria. If a parent or district staff member is aware of such special circumstances, they should inform the student's case manager or the District's special education director immediately.

1. The evaluation must comply with the relevant provisions of the State and Federal special education laws, including 34 C.F.R. §§ 300.530-300.536 and N.H. Code of Administrative Rules Ed 1107.
2. The evaluation must be conducted in New Hampshire by an evaluator who is licensed in New Hampshire.
3. The evaluator must hold a valid license from the State of New Hampshire in the field related to the known or suspected disability. The evaluator must be qualified by his/her training and experience in evaluation in the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the District must be satisfied that the evaluator has qualifications and experience related to the known or suspected disability.
4. The school District will not pay for any previously agreed upon evaluation until it receives the evaluator's report.
5. The evaluator shall review those educational records forwarded by the District. If the evaluator desires additional records, the evaluator should request them. In such cases where the evaluator is not contracted by the District, the evaluator is expected to communicate with the District to secure appropriate records.

6. Unless otherwise determined by the members of the child's Individualized Educational Program team, the evaluator must either: a) observe the child in one or more educational settings: or b) make at least one contact with the child's general education teacher for the purpose of determining how the students progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general and special education teachers and related service providers.
7. The evaluator must be permitted to communicate directly and share otherwise confidential information with members of the Individualized Education Program team, the District's special education director, and the director's designees. The evaluator must also release the assessments and results, including any parent and teacher questionnaires, to members of the Individualized Education Program team, the District's special education director, and the director's designees.
8. The District shall be entitled to inspect and obtain copies of the evaluator's records, including any records created by third parties and relied upon by the evaluator. However, those records will not be reviewed by any school district personnel, unless and until the District exercises its right to inspect or obtain copies of those records from the evaluator.

NH Ed 1107.01 and .02 and 34 C.F.R. § 300.301 to .311

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