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## Guidelines for District & Independent Educational Evaluations

- Evaluations are specifically for the purposes of:
  - 1) Determining eligibility for a student with a disability under the Individuals with Disabilities Education Act (IDEA),
  - 2) determining a need for a related service,
  - 3) identifying educational need to allow the development of an appropriate Individual Educational Plan (IEP) and/or other evaluations as specified in IDEA.
- Evaluations are to be completed by appropriately trained staff, licensed by the Minnesota State Board of Teaching in the area specific to their assignment and to the area being assessed. Training and licensure by a national accredited agency may be considered to be appropriate licensure. In these cases, levels of experience relating to the area(s) of concern is taken into consideration.
- Evaluation procedures will include the use of adequately normed, validated instruments administered for the purpose designed. Instruments which involve surveys and/or questionnaires must include teacher or other school staff input.
- Evaluations must document the students functioning in the current educational setting and, when appropriate, may be required to be completed in the current educational setting.
- Evaluation is to be completed in a timely manner and within the guidelines of IDEA. Exceptions are as allowed by law and with both parties in agreement.
- Evaluation results are to be included in a written report that meets the criteria of the Minnesota Evaluation Report. Components shall include instruments used, results obtained, summary and educational recommendations, as outlined in IDEA.
- Independent Evaluators must not have financial or business interest in the outcome, results, or recommendation(s) of the assessment.
- St. Cloud Area School District 742 maintains access rights to all information gained from an evaluation in accordance with data privacy rights.
- Evaluation cost must not exceed prevailing and established rates in the community.
- Transportation costs for evaluations are not reimbursed.

If there is a need for further clarification of the above criteria, please contact Carol Potter, Executive Director of Student Services/Special Education, at 320.202.6800.