

Mississippi Department of Human Services Division of Youth Services

INITIAL EVALUATION TRACKING LOG

Name:		MSIS #		DOB:	
Steps			Date	Person Responsible	
Hearing/Vision Screening					
Support Team Information or Child Find Request <i>(Use all data gathered including Teacher, parent, and student information)</i> _____ Tier I, II and III Documentation _____ Documentation of 5 areas of Reading _____ Documentation of Research-based Interventions with work samples					
MET Notice <i>(Note: Timeline for MET meeting is 14 days from request.) * Note: 7 day timeline from notice to actual meeting.</i>					
Send Evaluation Plan to parent/guardians.					
MET Documentation Form (App S2)					
Parent Attends MET Meeting _____ Notice for Initial Evaluation <i>(*Note: Timeline is 7 days from MET meeting unless parent agrees to waiver. App M)</i> Or MET decides to not evaluate _____ Release of Information <i>(if needed)</i> _____ Permission _____ Permission for Agency _____ Parent Interview _____ Assessment Plan _____ Procedural Safeguards _____ Refusal of Assessment <i>(if needed)</i> _____ Contact Log _____ Team Meeting Notes					
Parent Does Not Attend Child Study Meeting _____ Notice for Initial Evaluation <i>(*Note: Timeline is 7 days from MET meeting)</i> Or MET decides to not evaluate _____ Procedural Safeguards					
Hold Parent Conference _____ 2 nd Notice for Initial Evaluation <i>(*Note: Timeline is 7 days from MET meeting unless parent agrees to waiver. App M)</i> Or MET decides to not evaluate _____ Release of Information <i>(if needed)</i> _____ Permission _____ Permission for Agency _____ Parent Interview _____ Assessment Plan _____ Procedural Safeguards _____ Refusal of Assessment <i>(if needed)</i> _____ Contact Log _____ Team Meeting Notes					
Physical completed if needed.					
Informal Speech Observation <i>*Note: All observation information must be given to parent.</i>					
Evaluations conducted in all areas related to suspected disability: _____ Language/Speech _____ Academic Achievement _____ Transition if child is 14 years old or older _____ Social/Adaptive if needed _____ Other areas if needed _____ Cognitive Abilities <i>*Note: If not administrated last, an explanation must be given.</i>					
Individual Assessment Report(s) <i>*Note: Parents are to receive a copy of all reports 7 days prior to eligibility meeting.</i>					
SLD Observation (if needed) (Observe in area of disability)* <i>Note: All observation information must be given to the parent</i>					
Summary Report Written <i>*Note: Parents are to receive a copy of all reports 7 days prior to eligibility meeting.</i>					

Copy of all reports including sent to parent with Notice of Eligibility		
Notice of Eligibility * <i>Note: 7 day timeline from notice to actual meeting.</i>		
Eligibility Meeting * <i>Note: 60 day timeline ends.</i>		
If Ineligible, Send Notice		
Invitation to Meeting if IEP was not completed at the eligibility meeting. <i>Note: Parent should receive notice 7 days prior to meeting.</i>		
2 nd Notice (if needed)		
IEP Use IEP Guidance		
Child is placed and services begin immediately. Parent signature for placement is obtained		
Timeline Documentation		

Timeline Reminders

1. MET meeting is held no later than 14 calendar days from a request from parent, public agency, or TST.
2. Written notice is given to parent on MET decision to or not to evaluation no later than 7 days after MET meeting.
3. All written notices must be given to parents seven (7) days prior to any meeting or decision. Parents may waiver this regulation. (App M)
4. Evaluations are completed no later than 60 days from parental consent.
5. Eligibility meeting is held no later than 14 days after evaluations are completed.
6. Parents given a copy of reports and written notice to attend eligibility meeting 7 days prior to the meeting.
7. Immediately upon completion of IEP – services begin