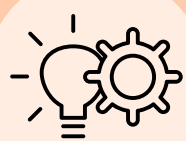


10 STEPS CENTRALIZED ASSESSMENT TEAM

student-services-dist-eval@bend.k12.or.us



01. Review & Refer

The district evaluation team reviews the triennial evaluations due this school year along with the initial referrals that have been submitted. [\[Link HERE\]](#).

The team will make a recommendation; waive or evaluate, and notify the case manager and school team.

02. Waive or Evaluate



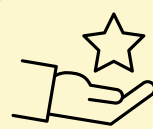
If IEP feedback is submitted, the District evaluation team will review it. If not, staff will gather input to add to planning summary. [\[Link HERE\]](#).



03. Feedback

The evaluation planning summary, notice of evaluation decision, and either parent permission for evaluation or a reevaluation waiver agreement will be drafted.

04. Document Prep



The school psychologist assigned to student evaluation will communicate directly with the case manager regarding the next steps.



05. Communication

For waivers, following the case manager's review and submission to the records clerk, the waiver agreement will be sent for signatures. This allows for scheduling the eligibility and IEP meeting without the need a psychologist.

06. Organization



For evaluations, the assigned psychologist will work directly with the case manager to coordinate and schedule the completion of the evaluation assessments and observations.



07. Strategy

The district evaluation team is available for collaboration from the district office on Tuesdays and Thursdays between 8:00-12:00 PM. These are the preferred hours for working together.

08. Scheduling



09. Questions

Questions can be emailed the entire team at: student-services-dist-eval@bend.k12.or.us

We will be gathering feedback to identify areas of success and improvement with this process.

10. Feedback

