

**Evaluation Team Report
Compliance Checklist**

Student Name: _____ Grade: _____
 School: _____
 Case Manager: _____
 Disability Category: _____ Initial: _____ Re-Evaluation: _____

COMPLIANCE REQUIREMENT	DATE	YES	NO	REQUIRED DOCUMENTS
				ETR Cover Page (<i>Dates must be verified for accuracy</i>)
Starting date				Referral for Evaluation (<i>Only in the case of an initial evaluation & MUST be signed</i>)
				Planning Form (<i>Preschool or School Age</i>) (<i>Signatures and/or evidence of Team/Parent participation</i>)
				Prior Written Notice (<i>Provided per ODE requirements with ALL sections completed</i>)
30 day limit date				Parent Consent (<i>Within 30 days of receiving a request for an initial evaluation of a child from either the child's parents or a public agency. If the date the parental consent is received differs from the date that the parent signed the consent form, the district should document the date of receipt.</i>)
Actual consent date				
				Parent Invitations (<i>Sent 14 days prior to meeting unless parent agrees otherwise</i>)
				Team Invitations (<i>Can be sent electronically</i>)
				Documentation of Attempts Page
				Individual Evaluator's Assessment Pages (<i>Covering all areas identified in the Planning Form – MUST be signed by Evaluator</i>)
				Team Summary (<i>Includes all Team members' findings</i>)
				Documentation for Determining the Existence of a Specific Learning Disability (<i>If appropriate, with specific areas noted</i>)
				Eligibility Determination (<i>With Related Services</i>)
90 day limit date				Signature Page (<i>ETR completed within 60 days from receipt of Parent Consent for initial evaluations and at least one day prior to the 3 year anniversary of the last evaluation</i>)
Actual date completed				
				Parent Invitation (<i>Sent 14 days prior to meeting unless parent agrees otherwise</i>)
				Team Invitations (<i>Can be sent electronically</i>)
				**Prior Written Notice (<i>Per ODE requirements- i.e. After INITIAL identification / placement as a child with a disability and for proposed change of identification / placement</i>).
				Special Education Events Page (<i>Preschool ETRs only – Include Preschool Transition Conference Date</i>)
				Preschool Transition Meeting Date:
				Parent provided copy of ETR (<i>Within 14 days from completion</i>)
				Peterson Scholarship Notification (<i>if disability present</i>)
				Comprehensive Vision Examination Parent Letter / Form (<i>Initial MFEs only</i>)
				Excusal Form
				Intervention Specialist assigned to draft the IEP: