

## **SPECIAL NEEDS SCHOLARSHIP ASSESSMENT TEAM MEETINGS**

The following guidance is provided to assist participating private schools and public school districts in fulfilling the assessment team requirement of the Special Needs Scholarship program.

1. It is the responsibility of participating private schools to initiate and convene assessment team meetings (Utah State Board of Education Administrative Rule R277-602-6.D). The Utah State Office of Education will inform private schools of Special Needs Scholarship applicant students for whom convening of an assessment team is necessary.
2. The assessment team includes the student's parent/s or guardian, the student's private school classroom teacher, special education personnel from the school district where the private school is located, and (if available) special education personnel from the private school (Utah Code Sec. 53A-1a-703(1)). It is anticipated that assessment team decisions will be made in a meeting with all the parties present. Because assessment team decisions are essential in the determination of student eligibility for the Special Needs Scholarship, private schools should convene teams as expeditiously as practical.
3. The purpose of the assessment team is to arrive at the following conclusions (Utah Code Sec. 53A-1a-704(3)C):
  - a. Is it readily determinable with reasonable certainty that the student has a disability listed in Utah Code Sec. 53A-1a-704 (2), and that the student would qualify for special education services if enrolled in a public school?
  - b. If the student would qualify for special education services in a public school, what would be the level of services provided to the student, if the student were enrolled in a public school?
4. The quality and quantity of information required to arrive at the decisions of the assessment team meeting are not specified by the statute or rules governing the Special Needs Scholarship program. It is expected that the assessment team will determine what information is appropriate, readily available, and may result in reasonable certainty in its decision. Because the question is very specifically, "would the student qualify for special education services if enrolled in a public school?", the information considered by the assessment team should generally include the type, quality, and quantity of information that a public school district would typically require to identify and place a student in a public school special education program.
5. The information used by an assessment team may come from multiple sources. Generally accepted information used for public school special education identification and placement may be produced by private schools using qualified assessment personnel. It may also be provided by school districts upon the request of the private school and the student's parent.
6. Records of assessment team meetings and decisions must be kept by both the private school and the public school district (Utah State Board of Education Administrative Rule R277-602-6 D(2)). The "Assessment Team Record" form is available online (at <http://www.schools.utah.gov/sars/DOCS/carsonsmith/atrecordform.aspx> ) for use by assessment teams. It is expected that use of this form will standardize and clarify the assessment team process.
7. Because assessment team decisions are used by the USOE to determine Special Needs Scholarship eligibility and scholarship amount, copies of the "Assessment Team Record" **must be sent to the USOE** when a decision on a student is reached. It is the **responsibility of the private school** to inform the USOE of assessment team decisions. The use of the "Assessment Team Record" form will ensure accurate communication of these decisions to the USOE.
8. Records of assessment team meetings are confidential records. Both the private school and school district are obligated to maintain the privacy of these records.

## SPECIAL NEEDS SCHOLARSHIP ASSESSMENT TEAM MEETING RECORD

Student name:	Student birthdate:
Private school:	
School district:	
Date of meeting:	Location:
Meeting participants (print names)	
1. Private school representative:	_____
2. Public school district representative:	_____
3. Parent/s:	_____
4. Private school classroom teacher:	_____
5. Others:	_____ _____
Assessment team purpose (Please select one):	
<input type="checkbox"/> Initial Eligibility <input type="checkbox"/> Change Service Level <input type="checkbox"/> Renewal Eligibility	
Assessment team decisions:	
1. Has the assessment team determined that the student has a qualifying disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. What is the disability?	_____
3. Has the assessment team determined that the student would qualify for special education services if enrolled in a public school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. If the student would qualify for special education services, what level of special education services (average minutes of service per day) would the student receive if enrolled in a public school?	<input type="checkbox"/> 1 - 179 minutes per day <input type="checkbox"/> 180 minutes per day or more
<p>Assessment team decisions are for the sole purpose of determining student eligibility for the Special Needs Scholarship. While the information considered may be similar to that used to evaluate a student in the public school system for special education eligibility or to develop an individualized education program, decisions by the Assessment Team do not take the place of the required special education evaluation processes in public schools. Further, assessment team decisions are not binding for future public school special education eligibility or placement. If a Scholarship student were to enroll in a public school, the school and school district may judge that additional evaluation and assessment are necessary to determine the student's eligibility for special education services under Utah State Board of Education Special Education Rules and IDEA.</p>	
Signatures of meeting participants:	
1. Private school representative:	_____
2. Public school district representative	_____
3. Parent/s:	_____
4. Private school classroom teacher:	_____
USOE use only Date Recorded: _____ By: _____	