

APS MLSS Guideline for Parent Request Evaluation/Independent Educational Evaluation

Principal or Assistant Principal Responsibilities

1. Complete the “Parent Request - ADMIN USE ONLY” section on the “SAT Referral Form (for the appropriate school year)” with the parent. [APS MLSS Guide on How to Complete Parent Request Referral \(For Admins\)](#)
2. Have parents complete the appropriate MLSS SAT Parent/Guardian Survey/Interview ([APS MLSS How to Access Parent/Guardian Invite Letters, Surveys, EL Interviews, and Teacher Resources Teacher View](#))
 - a. The SAT Parent/Guardian Survey should be completed by a parent/guardian for both EL and non-EL students.
 - b. The MLSS Parent/Guardian Interview for English Learners should be completed by a staff member calling the parent/guardian.
 - c. Attach the completed MLSS SAT Parent/Guardian Survey/Interview forms using the Select a file button on the SAT Referral Form (for the appropriate school year)”
3. If parents have chosen Speech and/or Language as an area of concern and/or if a student is in Kindergarten or 1st grade, 1st semester, obtain verbal parental consent for screener(s) on the “SAT Referral Form (for the appropriate school year)”.
4. Provide a hard copy of “SAT Referral Form” to the parent/guardian if present or send the parent/guardian a copy through Synergy E-mail.
5. Complete “FOR PRINCIPAL USE ONLY” section of “SAT Referral Form (for the appropriate school year)”.

SAT Chair Scheduling SAT Meeting

SCHEDULE A SAT MEETING WITHIN **15 SCHOOL DAYS** of the completed “Parent Request - ADMIN USE ONLY” section of the “SAT Referral Form (for the appropriate school year)”.

Invite parents ([MLSS SAT Meeting Parent/Guardian Invite Letter Multiple Languages](#)), teachers, SAT Relay Diag. ([APS MLSS Guide on How to Schedule a SAT Meeting with a Relay Diagnostic](#)), and appropriate staff members to the SAT Meeting.

For a referral that includes Behavior as an area of concern:

- Schedule a Health and Wellness meeting immediately; it needs to be scheduled by SAT Relay Diag. Meeting.
- Schedule an FBA/BIP Meeting to occur after 5 school days of “Behavior Points” have been recorded. (No SAT Relay Diag. at the FBA/BIP meeting) [APS MLSS Guide on How to Complete Behavior Referral](#)
- At the FBA/BIP meeting:
 - Schedule the SAT Meeting with SAT Relay Diag. ([APS MLSS Guide on How to Schedule a SAT Meeting with a Relay Diagnostic](#)), and the SAT team to occur within 9 school days.

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- Complete the "Functional Behavioral Analysis and Behavior Improvement Plan" form within Synergy. [APS MLSS Guide on How to Complete Behavior Referral](#)
- Create the BIP CICO within Synergy. [APS MLSS Guide on How to Create a BIP CICO](#)

SAT Chairs should notify teachers of the meeting date along with the areas of concern communicated by parents.

1. If there is no Relay Diag available for the SAT meeting within 15 school days, please email the Relay Diag and CC Lisa Oliphant. The Subject Line of the email should state "Parent Request Meeting: No Available Relay Diag." In the email, let the Diag. know you see a blank slot on their calendar. Can you schedule a Parent Request Meeting at that time?

Before SAT Meeting

Teacher Responsibilities

1. If parents have chosen academics and/or Speech/Language as an area of concern, the teacher must create an MLSS Layer 3 Plan, unless the teacher already started a plan. Teachers need to enter progress monitoring data in the "Progress Monitoring" tab of the Layer 3 Plan every two weeks for 6 weeks. Interventions and progress monitoring data will continue until placed in Special Education or exits the Layer.
2. If parents have chosen behavior as an area of concern, all of the student's teachers must record 5 school days of behavior points using "Behavior Points" in Synergy ([APS MLSS Guide on How to Complete Behavior Referral](#)). Record both "positive" and "needs work" behaviors.
3. If the student is an English Learner with an "E" notification in Synergy, complete the "Considerations for English Learners" section in the "SAT Referral Form (for the appropriate school year)" based on the parent's responses on the "MLSS Parent/Guardian Interview for English Learners" form. [MLSS SAT Parent/Guardian Survey or Interview Forms](#)
4. If parents have chosen Speech and/or Language as an area of concern, complete the "Speech and/or Language Concerns" section in the "SAT Referral Form (for the appropriate school year)" form immediately and email the SLP for the appropriate screener(s). Please note in the email to the SLP that this is a parent request and a meeting will occur within the next 15 school days.
5. If the area of concern is reading and/or writing, complete the "Dyslexia Characteristics Checklist for Reading and Writing Referrals" section in the "SAT Referral Form (for the appropriate school year)."
6. Complete "Student Observations" in the "SAT Referral Form (for the appropriate school year)" form. (Not required for Speech/Language referrals).

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7. If admin did not get the Parent Survey completed, have parents complete the appropriate MLSS SAT Parent/Guardian Survey/Interview ([APS MLSS How to Access Parent/Guardian Invite Letters, Surveys, EL Interviews, and Teacher Resources Teacher View](#))
 - a. The SAT Parent/Guardian Survey should be completed by a parent/guardian for both EL and non-EL students. The MLSS Parent/Guardian Interview for English Learners should be completed by a staff member calling the parent/guardian.
 - b. Attach the completed MLSS SAT Parent/Guardian Survey/Interview forms using the Select a file button on the SAT Referral Form (for the appropriate school year)"

SAT Chair Responsibilities

1. If parents have chosen Speech and/or Language as an area of concern, notify classroom teachers to complete the "Speech and/or Language Concerns" section in the "SAT Referral Form (for the appropriate school year)". Also, contact SLP to begin a Speech and/or Language screener.
2. Email nurse to request the "Nursing Summary Form".
3. If parents provide an Independent Educational Evaluation (IEE), attach the IEE report to the "SAT Referral Form (for the appropriate school year)" within Synergy. Once an IEE is received, it becomes a Parent Request. Notify Admin. to complete the "Parent Request - ADMIN USE ONLY" section on the "SAT Referral Form (for the appropriate school year)"

During the SAT Meeting

1. Complete the "SAT Meeting Summary" section on the "SAT Referral Form (for the appropriate school year)" within Synergy.
2. Complete the "SAT/504 Prior Written Notice (PWN)" form within Synergy.
3. Click on "Save and Print" to download the PWN into a PDF. Upload a PDF copy of the PWN to the Synergy Electronic Cum./Documents tab ([APS MLSS Guide on How to Upload Prior Written Notice \(PWN\) into Electronic Cum./Documents Tab in Synergy](#)).

If Parents Do Not Attend SAT Meeting

1. If no parent/guardian attends the meeting, complete the PWN for Non-Parental Involvement and return the student to Layer 3. Reschedule the meeting within 5 days of the current meeting. If no parent/guardian attends the second meeting, complete PWN for Non-Parental Involvement, and the student will remain on Layer 3 interventions until parents/guardians agree to attend the SAT Relay Diag. meeting.

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After Meeting

Teacher Responsibilities

1. Record MLSS Layer 3 Plan(s) progress monitoring data for the next 6 weeks or until placed in SPED.
2. Record “Problem Behavior” frequency in the BIP CICO for the next 6 weeks or until placed in SPED.