The purpose of this evaluation / review is to determine whether or not the student has a Central Auditory Processing disorder.

The IEP Team treats this as a Re-evaluation Review. (see Re-eval review Procedures for more detail)

Parental Consent (in Excent) is required for ALL Re-evaluation Reviews.

The type of meeting will either be: Annual Review (if due) or Special Review (refer to appropriate procedures)

Team members are: Parent, Teacher (s), LEA, SLP, psychologist and Related Service providers: Occupational Therapy, Physical Therapy are also part of the Re-evaluation Process. The same re-eval procedures apply. (* Parent Consent; full team meeting, change in re-eval dates, etc.)

Forms needed:
- Excent Notifications (1st & 2nd), Responses
- Notice / Consent for Re-evaluation
- SPE 20 Monitoring Checklist
- SPE 21R Minutes/ PWN
- SPE 24 R Multi-disciplinary Team Report (if changing or deleting a disability)
- SPE 26a Status Sheet ( Only for changes to LRE, Disability, Re-eval/Dismissal)
- SPE 47 Parent Consent to Change (if change in LRE or Disability)
- SPE 67 Parent Consent to Use Outside Evaluations
- SPE 77-0 General Ed Teacher Performance Summary
- SPE 77-1 Re-evaluation Review Plan, page 1
- SPE 77-1 Re-evaluation Review Plan, Page 2 (if additional testing completed)
- SPE 77-2 Parent Notice of Reevaluation Review
  (if no testing and parent did NOT attend mtg)
- SPE 89 Central Auditory Processing Evaluation Referral
- Reports If applicable: Psycho Educational, Speech/Language, Occupational Therapy, Physical Therapy

Procedures: Follow same as Re-eval Review with the following exceptions~

1. After the IEP Team discusses the concerns regarding the student’s classroom performance and possible processing delays, the Case manager completes the SPE 89 (CAP Referral Form) with the IEP Team at the Re-eval Part 1 Meeting.

Additional Data / Testing Needed:

1. SPE 77-1: Check #3, and specify Central Auditory Processing Disorder Evaluation, the date to complete and person responsible.
2. The timeline for completion of a CAP assessment is 60 days.
3. The person responsible to assess is “Clarity” at the Center for Developmental Services in Greenville, SC.
4. Parent signs the Excent Consent to Re-Evaluate.
5. Parent signs a new SPE 67 – Consent to Use Evaluations from Clarity.
6. Case manager writes Minutes/ PWN of the meeting and all present sign. (SPE 21R)
7. The SAME DAY of the meeting, send originals: Notifications/Responses, Excent Consents, 67, 77-0, 77-1, page 1, and SPE 99 to the Special Services Secretary.
8. Sped Services Director will compile the request with a cover letter, including copies of current speech / language and psychological assessments.
9. Sped Services will fax the referral to Clarity – Attention Wanda Tollison at: 864-331-1416.
10. The Clarity staff will contact the parent directly to schedule the evaluation.
11. Clarity will send the completed CAP report to Sped Services. (PH #: 864-331-1404)
12. Sped Services will notify the case manager when the CAP report is received and to schedule the Part 2 – Re-eval review mtg.
13. Sped Services will send the CAP Report to:
   - Case manager
   - Psychologist
   - Parent
Page 2, SPE 77-1  Re-Eval Part 2: Review of Additional Data

1. Case Manager sets up second meeting to review CAP evaluation.
   (Refer to timeline on front of SPE 77-1, page1.) Send Notifications, Responses.
2. Give second notification of the meeting to parents prior to the scheduled meeting.
3. If applicable, a Multi-Disciplinary Team (SPE 24 R) will be completed by the psychologist and or SLP during the second meeting. (Changes in primary disability or dismissal)
4. Conduct the meeting to review the additional data.
5. Complete SPE 77-1, page 2 and sign.

6. Complete Minutes/ PWN of the meeting and all sign (SPE 21R).
7. Complete Status Change (SPE 26a). Give to school secretary for EFA changes.
8. Send the originals, of all the meeting documents to the Special Services Secretary within 2 weeks of conducting the meeting.
9. Send Packet: Originals of the IEP, SPE 21, 20, 26a, (17, 24 if applicable) to Sped services within 2 weeks of meeting date.