

**SCHOOL BOARD OF ST. LUCIE COUNTY  
STUDENT SERVICES DEPARTMENT  
PSYCHOLOGICAL SERVICES GROUP**

**Procedures for Review of Parent-Initiated Private Practitioner Evaluations**

**1. Initiation of Review Process:**

The school psychologist who signs off on the referral for evaluation shall obtain copies of all psychological evaluation reports and request protocol(s) for review. After completing the *Intake For Parent-Initiated Private Practitioner Educational Evaluations* form, the school psychologist shall notify the director or designee that a review is necessary. The school psychologist contacts all committee members; the committee is chaired by the Program Specialist for Psychological Services. The review is to take place on the next scheduled review date.

**a. Discrepancy:**

If the difference between the private practitioner's cognitive score(s) and another cognitive score(s) is/are 15 points or more, this shall be considered a significant discrepancy.

**b. Irregularity(ies) within protocol(s):**

Upon review of the protocol it shall be determined if the evaluator is credentialed as a licensed psychologist or school psychologist under Chapter 490; the test evaluator is the person who wrote the report; the current edition of the test is used; the correct chronological age is used; and correct scoring is used.

**c. Inconsistency with additional data:**

Examples of inconsistencies may include but are not limited to: parent and teacher reports, anecdotal records, academic history, and standardized test scores.

**2. Review Committee:**

The review committee should consist of at least three school psychologists. One of the school psychologists should be the designee of the Director of Student Services. One of the school psychologists should be the school psychologist who completed the Intake form.

**a. Responsibilities of the Committee:**

The review committee's task is to review the latest testing to determine validity and/or explain the discrepancy in scores. In the process of reviewing the testing the committee will determine if results are appropriate (for consideration).

## **Review Committee (Cont'd.):**

### **b. Recommendations:**

The review committee is to determine if the latest results are appropriate for consideration or if additional testing must be completed. The Case Review Meeting Summary Form will be completed to report the committee's possible recommendation(s):

- Accept current testing without modification
- Accept current testing with additional data required
- Request additional test data appropriate to the individual student

The Review Committee Notification letter will be sent to the parent, with a copy to the initiating school, noting the Review Committee's recommendation(s). If no further review is needed, then one member of the review committee (preferably the school psychologist who initiated the review) is to attend the Eligibility Staffing Conference to discuss recommendations.

### **c. Follow-up review if needed:**

When additional test data are received, the review committee will convene to determine the appropriateness of the data, and complete the Follow-Up Review section of the Case Review Meeting Summary Form.

The Review Committee Notification letter will be sent to the parent, with a copy to the initiating school, noting the review committee's recommendation(s). One member of the review committee (preferably the school psychologist who initiated the review) is to attend the Eligibility Staffing Conference to discuss recommendations.

If the review committee cannot come to a consensus regarding recommendations, then it may request assistance from the Director of Student Services or the Assistant Superintendent for Student Services and Exceptional Student Education.