Special Education Secretary Notes Regarding Consent/Eval Plan Form

August 24, 2011

Another reminder regarding the consent/eval plan form that was discussed at our Special Ed Staff Meeting that was held back in March of the 2010-2011 school year.

Please see information below from the minutes.  Please make sure that these steps are being taken and followed.

*A reminder was given that the Special Education Secretaries need to be scanning and e-mailing the Consent to Evaluate to Allison Stone once the signature and date have been obtained.  A reminder was also given that the date and name of the person signing on the Consent to Evaluate and Consent for Special Education/Related Services needs to be typed onto the form in Infinite Campus.  It is also important that the names of the people attending the ARC Meeting be typed on the Conference Summary.  KDE advises that the name be typed on the form and the person sign above the printed name.*

*Thanks in advance for your attention to this matter.*

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