IEP/IFSP Eligibility Meeting
Policy

Evaluation information is shared to determine initial eligibility for special education. Decision must include assessment information, evaluation findings and recommendations, observations and parent reports.

Procedure
1. Multi-disciplinary Team (MDT) should include parent(s), specialized personnel (evaluators, public school administrator/designee) and Head Start representative (Center Manager/Home Base Educator) and Head Start Disabilities Manager.
2. Evaluations data must be from more than one procedure and tools used are not racially or culturally biased. Tests and other materials should be in the child's native language whenever feasible. All evaluations and assessments used are at the discretion of the evaluator from Special Education. Head Start assessment (Child Observation Record) will be made available to the Early Childhood Special Education Staff to assist in determining eligibility. The COR will also be available to determine the Child Outcomes Summary Form (COSF) rating, as appropriate.
3. IEP/IFSP meeting includes:
   - Review of pertinent records related to child's current health status and medical history.
   - Sharing preliminary results of evaluation and assessments.
   - Determine COSF rating score, if appropriate.
   - Determination of eligibility, fill out appropriate eligibility form, whether or not the child is found eligible. Place a copy in child's file.
   - Completion of Family Contact Summary.
   - Obtain Release of Confidentiality Form and Diagnostic Report for Disabilities.
   - Use Eligibility Categories and Guidelines as the reference.

See Diagnostic Report for Disabilities Form in Appendix A
See Interagency Agreements

This policy complies with Head Start Performance Standard 45CFR Section 1304.20

Approved by Policy Council on February 16, 1999
Updated on 3-22-2005
Updated September 11, 2012; Approved by Policy Council on September 12, 2012