

## Public School Notice on Evaluation Procedures

After all the evaluations are completed, an ***Evaluation Report*** will be compiled with parent involvement and include specific recommendations for types of intervention necessary to deal with the child's specific needs. Parents are then invited to participate in a meeting where the results of the Multi-disciplinary Evaluation will be discussed. ***For those students who are eligible for special education services, an Individual Education Program (I.E.P.) will be developed for specialized services for the student.***

The School District's I.E.P. Team will consist of at least three of the following district staff: the Coordinator of Special Education, the building principal, our certified psychologist, the special education teacher, for the elementary school the student's teacher, for the middle/high school a regular education representative, other teachers or specialists as needed and other administrative staff, when appropriate.

Any parent may request that the district initiate a screening or evaluation of their child's specified needs at any time by contacting the child's school. Further information about these procedures may be obtained by notifying: ***Shirley Spiegel, Coordinator of Special Education, Mercer Area School District, 301 Lamor Road, Mercer, PA 16137 or by calling 724-662-5102 ext. 5 during school hours 7:45 AM – 3:15 PM.***

Parents are an integral part of the I.E.P. team and need to be physically present at the I.E.P. Meeting. The district will make every effort to insure parent participation. The district will notify the parents in writing, and make documented phone calls to make parents aware of the I.E.P. Conference and the need for parent participation. Parents are then presented a Notice of Recommended Educational Placement (NOREP) with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to mediation or a Due Process Hearing as directed in the Procedural Safeguards Notice that is provided to parents along with the initial Permission to Evaluate.