

INSTRUCTIONS
District Report of 60-Day Evaluation Timelines
Students Referred for an Initial Evaluation
July 1, 2007 through June 30, 2008

Instructions:

Report all students age 3-21 referred for an initial evaluation with a “receipt of referral” (including signed parent consent) date between July 1, 2007 and June 30, 2008. Only report initial evaluations of students suspected of having a disability including students referred for initial speech/language evaluations. **Do not** include gifted evaluations, reevaluations, or students who transferred to another district prior to completion of the evaluation.

Step 1: Complete district and district contact information (include email for contact).

Step 2: Enter the total number of initial referrals (referrals with signed consent) for 07-08 in the *Total Initial Evaluation Referrals with Parent Consent* cell.

Step 3: Report the number of evaluations completed “Within 60 days”; “1-10 days beyond 60 days”; “11-20 days beyond 60 days”; “21 or more days beyond 60 days” in the corresponding *Evaluation Timeline* cell. Enter “0” for cells in which no students are being reported. The form will automatically calculate *Total Evaluations Completed* and *Percentage of Evaluations Completed within 60 Days* based on the data that is entered.

Step 4: The *Total Evaluations Completed* and the *Total Initial Evaluation Referrals with Parent Consent* should be the same. Verify that the number of *Total Evaluations Completed* matches the number of *Total Initial Evaluation Referrals with Parent Consent*. Correct any discrepancies and provide an individual explanation of students for whom the evaluation had not been completed by November 21, 2008.

Step 5: Submit *District Report of 60-Day Evaluation Timelines* by November 21, 2008. No district reports should be submitted prior to November 17, 2008 and **those submitted after November 21, 2008 will be considered out of compliance with indicator 20, accurate and timely data**. The *District Report of 60-Day Evaluation Timelines* data for 2007-08 should be submitted to Karen Denbroeder at karen.denbroeder@fldoe.org with a cc to Bettye Hyle, Student Services Team Leader, at bhyle@tempest.coedu.usf.edu.