



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION June St. Clair Atkinson, Ed.D., *State Superintendent*
WWW.NCPUBLICSCHOOLS.ORG

February 27, 2013

To: Superintendents
Directors of Charter Schools
Exceptional Children Directors

From: Rebecca B. Garland, Chief Academic Officer *RBG*
Angela H. Quick, Deputy Chief Academic Officer *AH*
Academic Services and Instructional Support

Mary N. Watson, Director *MNW*
Exceptional Children Division

CLARIFICATION OF THE REQUIREMENTS FOR WRITTEN REPORTS IN EXCEPTIONAL CHILDREN RECORDS

This memorandum is provided to clarify the requirement for written reports of all screenings, evaluations, and assessments conducted *for the determination of eligibility* for special education services for initial placement and reevaluation. Each of the fourteen areas of disability recognized in North Carolina requires specific screenings and evaluations, which include observations; educational, psychological, behavioral, and all related services evaluations and an analysis of the results; test scores; social developmental histories; and any other data collected for the express purpose of determining eligibility.

The *Individuals with Disabilities Education Improvement Act* regulations state that in conducting the evaluation, the local education agency (LEA) must use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent, that may assist in determining eligibility and the content of the IEP. 34 CFR § 300.304. Upon completion of the administration of assessments and other evaluation measures ... [t]he LEA must provide a copy of the evaluation report and the documentation of the determination of eligibility, at no cost, to the parent(s). 34 CFR §300.306; NC 1503-2.7(a)(2). In addition, a copy of each report must be filed in the student's confidential record. When students transfer to another LEA (traditional LEA, charter school, or State-Operated Program), the sending LEA must provide copies of the reports with all other required information to the new LEA.

EXCEPTIONAL CHILDREN DIVISION

Mary N. Watson, *Director* | mary.watson@dpi.nc.gov
6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Requirement for Written Reports

Page 2

Generally, a written evaluation report is a narrative that contains the following information:

- Assessment procedure(s);
- Referral and background information;
- General observation(s) and impression(s);
- Test result(s) and interpretation(s);
- Summary and recommendation(s); and
- Title of evaluator and his/her dated signature.

The evaluation reports must include the title of evaluator, signature, and the signature date. The *Summary of Evaluation Results/Eligibility Worksheets* (DEC 3 worksheets) cannot be substituted for evaluation reports. The *DEC 3 Worksheet* for each category is used to document a summary of the evaluation results and does not replace the written evaluation report(s).

Effective with the issuance of this memorandum, an LEA will be deemed noncompliant if it generated special education records that did not contain written evaluation reports subsequent to the issuance of this memorandum. A finding of noncompliance requires correction within one calendar year of the LEA's notification of the noncompliance. The written monitoring report or the complaint investigation report will specify the required corrective action(s).

Thank you for your continued efforts on behalf of students with disabilities and their families. If you have questions, please contact Ira Wolfe, Section Chief for Policy, Monitoring, and Audit, at ira.wolfe@dpi.nc.gov or 919-807-3976.

MNW/IBW/BLG:gdh

C EC Division Consultants
 Joel Medley, Director, Office of Charter Schools