SCHOOL BASED TEAM FLOW CHART (revised 7/11)

Referring source completes referral form (**SBT1**)

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Within 10 business days, the SBT convenes. The parent is invited using the SBT Meeting Notice (**SBT2**) and Meeting Response Form (**MRF**). The teacher input form (**TIF**) may be used to solicit teacher input prior to the meeting.

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Minutes taken during the meeting are documented on the SBT Minutes form (**SBT3**).

Decision NOT to evaluate

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The parent and LEA shall receive a copy of **SBT1**, **SBT2**, **MRF**, and **SBT3**. Original copies are placed in the student's record.

Decision to EVALUATE

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The SBT shall select appropriate evaluation components for determining eligibility, noting these and obtaining parent consent on the Prior Written Notice and Parental Permission Form (**SBT4**). *(Note that a hearing screening is required for all initial evaluations and a classroom observation* (**OBS**) *is required if the student is suspected of having a specific learning disability.)*

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If parent attended: Obtain consent to evaluate on **SBT4**. Provide parent with a copy of the **Virginia Procedural Safeguards Notice** and copies of **SBT1**, **SBT2**, **MRF**, **SBT3**, and **SBT4**. Retain copies of all forms in the student's record.

If parent did not attend: Send a copy of **SBT4** and the **Virginia Procedural Safeguards Notice** with letter **SBT5** to obtain consent. Once consent is obtained, send parents copies of **SBT1**, **SBT2**, **MRF**, **SBT3**, and **SBT4**. Retain copies of all forms/letter in the student's record.

Note: *If the parent does not give permission (refuses) in writing, the SOP shall not be in violation for not providing the child with FAPE. If the SOP is not able to obtain written consent or refusal after three documented attempts, the evaluation shall not proceed.*

→ The LEA shall be sent copies of **SBT1**, **SBT3**, and **SBT4** once consent is given or refused.

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All evaluations shall be completed and then reviewed at an eligibility meeting within 65 business days following the date that the evaluation referral was made. Evaluation reports must be made available to the parent at least two business days prior to the eligibility meeting. The LEA shall also be sent copies of all evaluation reports unless that report is otherwise protected (hospital or juvenile justice records). The parent shall be invited to the meeting using **ELIG1** and a meeting response form (**MRF**). Minutes from the meeting shall be documented on **ELIG2**. The parent and the LEA shall be given/sent a copy of **ELIG2**. If the parent did not attend, the parent shall also be sent letter **ELIG3** and a copy of that letter shall be sent to the LEA. Optional: Eligibility Worksheets (**EW1-EW13**) are provided to assist in eligibility determination. Note: *If the student withdraws from the SOP before the eligibility group is convened, letter **SBT6** and copies of any completed evaluations shall be sent to the LEA, with a copy sent to the parent and a copy placed in the student's record.*

INELIGIBLE

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The student may continue to be followed by the SBT.

ELIGIBLE

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An IEP Team shall convene within 30 calendar days to develop an initial IEP.

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Copies of **SBT1**, **SBT2**, **MRF** (for SBT meeting), **SBT3**, **SBT4**, **SBT5** (if applicable), **SBT6** (if applicable), **ELIG1**, **MRF** (for eligibility meeting), **ELIG2**, **ELIG3** (if applicable), and forms **EW1-EW13** (if used), shall be placed in the student's record.

Note: *If at any time the School Based Team or Eligibility Group refuses an action requested by the parent, a Prior Written Notice form (PWN**) shall be completed and given to the parent and LEA and placed in the student's record.*