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**Special Populations Department**

**Blake Stiles, Superintendent**

**Brooke Brock, Director of Special Populations**

**ATHENS ISD DYSLEXIA ASSESSMENT PROCEDURES FOR 504/SPECIAL EDUCATION for 2019-2020**

1. Parent, classroom teacher or reading intervention teacher expresses concern about child's reading ability to campus RTI representative.
2. Campus RTI Representative creates a purple file folder and begins the data-gathering process (campus has 15 school days) to compile the data which includes, but is not limited to the following:
  - (Elem) Classroom teacher does Developmental Reading Assessment (DRA) with student
  - Teacher & Parent Info
  - Health Screening (must be current-done the current school year) - **MUST BE DONE PRIOR TO CONSENT FOR EVAL**
    - For Dyslexia Evaluations: If the student fails the initial screener - contact parents and inform them that the dyslexia evaluation will be delayed. Inform parents that the student will be retested in 2 weeks. Set a reminder of 2 weeks on your calendar and follow up with the school nurse to ensure that screener has been administered and find out results.
    - If student passes screener - proceed with consent and evaluation.
    - If student does not pass second screener, nurse will contact parent, but campus RTI contact should also contact parent and inform parents that the evaluation will be delayed due to the failed screener. Find out if the parent has any plans of pursuing the cause of the problem with primary care physician.
    - Then inform Brooke Brock or Lindsay Conner of the situation.
  - Medical History (info from doctor, hospital, etc.)
  - Accommodations being provided to student; how long; successful or not
  - Suspected problems in reading (refer to categories of disability)
  - Attendance and Behavior concerns
  - RTI Data, Map results, DRA Report, Grades (report card), Work/Handwriting samples
  - Student's classroom schedule, Teacher Names, Home Language Survey, Grades/Report Card, STAAR scores
3. Campus RTI representative will then schedule an informal campus committee meeting to look over Student data (program used, length of program, progress in program, DRA level, etc.) and determine if a dyslexia evaluation should occur.
4. Campus RTI representative will have campus principal sign off on completed purple folder.
5. Campus Diagnostician would then meet with parent to obtain consent for a Special education evaluation provide Notice of Procedural Safeguards and receive receipt of Procedural Safeguards. Campus Diagnostician will communicate to parent that the timeline will be 45 school days to complete evaluation and will communicate results to them at that time. An ARD will be scheduled within 30 days after evaluation is completed.
6. Once evaluation is completed, Diagnostician will contact campus and parent to schedule ARD meeting. Campus Diagnostician will also contact Dyslexia Therapist, Campus RTI Representative, and Principal regarding student eligibility.
7. ARD committee will determine whether the student has an educational need as a student with a Specific Learning Disability including dyslexia.