

Eligibility for MSSD Submission Checklist

INSTRUCTIONS:

Use this checklist to ensure the eligibility submission packet is complete. It must be used in conjunction with the Eligibility Determination Guidelines found at <http://dese.mo.gov/divspeced/stateschools/eligibilitydetermination2.html> that contain descriptive information necessary for compiling the eligibility submission packet.

Student Name: _____ Date Compiled: ____/____/____

COGNITIVE DEFICITS

1. Cognitive Assessment - Submission includes current cognitive assessment

Must select one option:

- Option 1: Normative Referenced Standardized Assessment (most valid and reliability so must use if can)
- Option 2: Criterion Referenced Standardized Assessment (Used only if ability too low for normative referenced)
- Option 3: Pervasive Supports (used ONLY if unable to evaluate through standardized cognitive assessments)

2. Adaptive Behavior Assessment - Submission MUST include current adaptive behavior assessment.

All items must be checked:

- Adaptive behavior assessment MUST be Normative Referenced.
- Adaptive behavior assessment MUST yield scores that fall more than four standard deviations below the mean (standard score of 40 or below).

LEAST RESTRICTIVE ENVIRONMENT

All items must be checked:

- Justification for Separate School Placement statement (JOP) is included in submission packet.
- All 8 questions of the JOP have been answered.
- Answers to 8 questions are sufficiently supported with specific details (Tip: Ask why after making a statement).
- The answers to JOP questions focus on why the student has not benefited from the program provided by the district.
If the student has been placed on homebound, a clear explanation as to the reason for the homebound placement, whether it is temporary, and why

OTHER REQUIRED DOCUMENTS

All items must be checked:

- IEPs
- Current IEP from the referring school district.
- Current IEP with program accommodations and modifications indicated (e.g. Form F).
- Two previous IEP's (if not available, indicate reasons in cover letter)
- Progress reports on annual goals/benchmarks.

- Evaluation Reports
- Recent evaluation report with testing that reflects the significant cognitive deficits as assessed within three years or less.
- Student has a categorical disability classification and is not classified under Young Child with a Developmental Delay (YCDD).
- Evaluation report has all components required for submission to MSSD.

- Other
- Cover Letter indicates purpose of the documents submitted and provides relevant information about the district contact person for the referral.