

## 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 that contain descriptive information necessary for compiling the eligibility submission packet found at <http://dese.mo.gov/sites/default/files/se-mssd-mssdeligibilityguide.pdf>.

Student Name: \_\_\_\_\_ Date Compiled: \_\_\_\_/\_\_\_\_/\_\_\_\_

COGNITIVE DEFICITS	
1. <u>Cognitive Assessment</u> - Submission includes cognitive assessment results less than three years old <i>Must select <b>one</b> option:</i>	
<input type="checkbox"/>	Option 1: Normative Referenced Standardized Assessment
<input type="checkbox"/>	Option 2: Pervasive Supports (used ONLY if unable to evaluate through standardized cognitive assessments)
2. <u>Adaptive Behavior Assessment</u> - Submission MUST include adaptive behavior assessment results less than three years old. <i>All items must be checked:</i>	
<input type="checkbox"/>	Adaptive behavior assessment MUST be Normative Referenced.
<input type="checkbox"/>	Adaptive behavior assessment MUST be able to yield scores that fall more than four standard deviations below the mean (standard score of 40 or below).
LEAST RESTRICTIVE ENVIRONMENT	
<i>All items must be checked:</i>	
<input type="checkbox"/>	Justification for Separate School Placement statement (JOP) is included in submission packet.
<input type="checkbox"/>	JOP includes each required statement.
<input type="checkbox"/>	JOP statements are sufficiently supported with specific details and examples (Tip: Ask “Why” or “How” after making each statement).
<input type="checkbox"/>	The JOP statements focus on why the student has not benefited from the program provided by the district.
<input type="checkbox"/>	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	
<i>All items must be checked:</i>	
<u>IEPs</u>	
<input type="checkbox"/>	Current IEP with program accommodations and modifications indicated (e.g. Form F).
<input type="checkbox"/>	Two previous IEP’s (if not available, indicate reasons in cover letter)
<input type="checkbox"/>	Progress reports on annual goals/benchmarks.
<u>Evaluation Reports</u>	
<input type="checkbox"/>	Recent evaluation report with testing that reflects the significant cognitive deficits as assessed within three years or less.
<input type="checkbox"/>	Student has a categorical disability classification and is not classified under Young Child with a Developmental Delay (YCDD).
<input type="checkbox"/>	Evaluation report has all components required for submission to MSSD.
<u>Other</u>	
<input type="checkbox"/>	Cover letter on the public agency’s letterhead indicates purpose of the documents submitted and includes the name, title, phone number, email address and mailing address for the district contact person for the referral. Names of child’s parents and their current mailing addresses are included in the cover letter.
COMPLIANCE REQUIREMENT FOR RELEASE OF CONFIDENTIAL INFORMATION	
<input type="checkbox"/>	<u>Signed parental consent to release confidential information is obtained prior to sending any of the above to MSSD</u>